



# **Business Papers**

**1st Ordinary Council Meeting**

**Tuesday, 16 May 2017  
5.00pm**



## **Notice of Meeting**

To the Lord Mayor and Aldermen

You are invited to attend a 1st Ordinary Council Meeting to be held in the Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Tuesday, 16 May 2017, commencing at 5.00pm.

A handwritten signature in black ink, appearing to read 'B P Dowd', is positioned above the printed name.

**B P DOWD**  
**CHIEF EXECUTIVE OFFICER**

ONE HUNDRED AND TWELFTH ORDINARY COUNCIL MEETING – OPEN SECTION  
TUESDAY, 16 MAY 2017

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**CITY OF DARWIN**

**ONE HUNDRED AND TWELFTH ORDINARY MEETING  
OF THE TWENTY-FIRST COUNCIL**

**TUESDAY, 16 MAY 2017**

**MEMBERS:** The Right Worshipful, Lord Mayor, Ms K M Fong Lim, (Chair); Member R K Elix; Member J A Glover; Member G J Haslett; Member R M Knox; Member G A Lambert; Member G Lambrinidis; Member S J Niblock; Member M Palmer; Member R Want de Rowe; Member E L Young.

**OFFICERS:** Chief Executive Officer, Mr B P Dowd; General Manager Corporate Services, Dr D Leeder; General Manager Infrastructure, Mr L Cercarelli; General Manager Community & Cultural Services, Ms A Malgorzewicz; Executive Manager, Mr M Blackburn; Committee Administrator, Mrs P Hart.

Enquiries and/or Apologies: Penny Hart  
E-mail: [p.hart@darwin.nt.gov.au](mailto:p.hart@darwin.nt.gov.au)  
PH: 8930 0670

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**1. ACKNOWLEDGEMENT OF COUNTRY**

**2. THE LORD’S PRAYER**

**3. MEETING DECLARED OPEN**

**4. APOLOGIES AND LEAVE OF ABSENCE**

Common No. 2695036

**4.1 Apologies**

**4.2 Leave of Absence Granted**

Nil

**4.3 Leave of Absence Requested**

**5. ELECTRONIC MEETING ATTENDANCE**

Common No. 2221528

**5.1 Electronic Meeting Attendance Granted**

**5.2 Electronic Meeting Attendance Requested**

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

Common No. 2752228

**6.1 Declaration of Interest by Members**

**6.2 Declaration of Interest by Staff**

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S**  
Common No. 1955119

**7.1 Confirmation of the Previous Ordinary Council Meeting**

THAT the tabled minutes of the previous Ordinary Council Meeting held on Tuesday, 11 April 2017, be received and confirmed as a true and correct record of the proceedings of that meeting.

**8. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING/S**

**8.1 Business Arising**

**9. MATTERS OF PUBLIC IMPORTANCE**

**10. DEPUTATIONS AND BRIEFINGS**

Nil

## 11. CONFIDENTIAL ITEMS

Common No. 1944604

### 11.1 Closure to the Public for Confidential Items

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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 following Confidential Items:-

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C24.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C28.1	8(e)	information provided to the council on condition that it be kept confidential
C28.2	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C28.3	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C28.4	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C26.1	8(e)	information provided to the council on condition that it be kept confidential

DECISION NO.21\() (16/05/17)

### 11.2 Moving Open Items Into Confidential

### 11.3 Moving Confidential Items Into Open



ONE HUNDRED AND TWELFTH ORDINARY COUNCIL MEETING – OPEN SECTION  
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## 12. PETITIONS

### 12.1 Petition - Speeding Along Union Terrace, Anula

Document No. 3519645 (12/04/17) Common No. 3303808

*Member J A Glover will present the Petition.*

- A. THAT the Petition in relation to speeding along Union Terrace, Anula be received and noted.
- B. THAT the Petition in relation to speeding along Union Terrace, Anula be referred to the Environment & Infrastructure Committee.

## 13. NOTICE(S) OF MOTION

Nil

## 14. OFFICERS REPORTS

ENCL: 1ST ORDINARY COUNCIL MEETING/OPEN AGENDA ITEM: 14.1  
YES

### 2017/2018 FEES AND CHARGES

REPORT No.: 17A0025 MC:jg COMMON No.: 3020893 DATE: 16/05/2017

**Presenter:** Manager Finance, Miles Craighead

**Approved:** General Manager Corporate Services, Diana Leeder

### **PURPOSE**

Council is required to adopt fees and charges for the 2017/2018 year. The purpose of this report is to request that Council adopt the fees and charges as contained in **Attachment A** attached to this report, effective 1 July 2017.

### **LINK TO STRATEGIC PLAN**

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.5 Responsible financial and asset management

#### **Key Strategies**

5.5.1 Manage Council's business based on a sustainable financial and asset management strategy

### **KEY ISSUES**

- Parking fees have been retained at 2016/2017 levels.
- Outdoor Dining Fees have been retained at 2016/2017 levels.
- The fees for Additional Bins – Domestic Manual/Kerbside service and Waste Disposal – Shoal Bay were adjusted in accordance with recommendations presented to Council at the Special Workshop on 8 April 2017.
- Some dog fee descriptions have been amended and a new line included to highlight that dogs older than three months of age and less than 12 months of age can be registered free of charge, to encourage owners to register their dogs at an early age.
- A new dog fee line has been created for dogs that have received accredited obedience training, with a reduced cost in line with North Australian Canine Association (NACA) member dogs, to encourage owners to have their dogs professionally obedience trained.

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 SUBJECT: 2017/2018 FEES AND CHARGES

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- A new fee has been introduced for school swimming and water safety programs, this replaces and simplifies the original fee formula based on the number of participants.
- The entry fees for Public Swimming Pools have been retained at the 2015/16 levels.
- A number of security deposits for hire of Council facilities have been deleted in accordance with recommendations presented to Council at the Special Workshop on 8 April 2017.

### **RECOMMENDATIONS**

- A. THAT Report Number 17A0025 MC:jg entitled 2017/2018 Fees and Charges, be received and noted.
- B. THAT Council adopt the proposed fees and charges, as contained in **Attachment A** to Report Number 17A0025 MC:jg entitled 2017/2018 Fees and Charges, effective from 1 July 2017.

### **BACKGROUND**

The fees and charges schedules were issued in line with the budget timetable to all responsible officers for review. The changes advised have been incorporated into the draft 2017/2018 fees and charges booklet. As the Darwin 12 months ending 31 December 2016 CPI was -0.4%, no “across the board” CPI based increases have been applied.

The draft summary of the proposed fees and charges was presented to Council for discussion at a Special Council Workshop on 1 March 2017.

Additional items in relation to Waste collection/disposal and the removal of a number of security deposits for the hire of Council facilities were presented to Council for discussion at a Special Council Workshop on 8 April 2017.

### **DISCUSSION**

A number of fee lines were identified as potentially suitable to be increased in line with CPI. However, following the release of the Darwin 12 months ending 31 December 2016 CPI on 25 January 2017, these have been retained at current levels due to the negative annual CPI. Items that are influenced by factors other than CPI have been adjusted in accordance with cost increases or decreases. There have been some minor additions/deletions to other items to reflect community needs. Where a fee or charge is based on full cost recovery, it has been set to fully recover the cost.

Line items that do not indicate a proposed change are considered to be currently set at adequate levels commensurate with pricing for risk and/or usage levels.

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Individual items have been rounded upwards or downwards in order to rationalise the resultant price in line with the original price structure or in consideration of the use of coin operated collection methods.

Car parking fees and Outdoor Dining permits have been retained at the 2016/2017 level.

The proposed 2017/2018 Fees and Charges Booklet is included with this report (**Attachment A**). The version of the Booklet that ultimately appears on Council's website will be provided in a format more suited to public viewing, as previously recommended by Elected Members.

Items listed in **BOLD** in the 2017/2018 Fees and Charges Booklet indicates the item attracts GST and that the fee is inclusive of GST. Accordingly Council remits 1/11<sup>th</sup> of the collected fee to the Australian Taxation Office.

Items listed with a  symbol indicate the item is exempt from GST per Australian Taxation Division 81 determination. The numeric code preceded by a "T" in the DCC Code column refers to an internal administrative code to ensure that receipted fees are processed to the correct General Ledger account.

### **CONSULTATION PROCESS**

Report No. 17A0017 MC:jg entitled 2017/2018 Fees and Charges was considered by the Executive Leadership Team on 13 February 2017 and subsequently referred to a Special Council Workshop on 1 March 2017 for consideration.

Appropriate officers responsible for fees and charges in each department were consulted.

### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

Fees and charges are a contributor to Council's general revenue.

### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

N/A

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**MILES CRAIGHEAD**  
**MANAGER FINANCE**

**DIANA LEEDER**  
**GENERAL MANAGER**  
**CORPORATE SERVICES**

For enquiries, please contact Miles Craighead on 89300523 or email:  
[m.craighead@darwin.nt.gov.au](mailto:m.craighead@darwin.nt.gov.au).

**Attachments:**

**Attachment A:** Fees and Charges Booklet 2017/2018



**ATTACHMENT A**

# **Fees and Charges 2017/2018**

**Effective 1 July 2017**

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3 Amounts in **BOLD** indicate GST is applicable and has been included

*The following General Conditions apply to ALL Council Fees & Charges.*

## GENERAL CONDITIONS

### **Fees**

Facility hire, within this document, states three levels of fees.

These are:-

- the full fee payable,
- the concessional fee for regular weekday use by non-profit community organisations, and
- a concessional fee for either one-off events on Friday evenings or weekends, or events which span more than the sessional use specified.

Non-profit organisations requesting concession fees to be negotiated will need to put their request in writing.

### **Non Profit Organisations**

The definition for eligibility for concession fees is:-

A self-help group (not operated by commercial interests and stated as non-profit by statutory declaration), or a non-profit community organisation (incorporated under the Associations Incorporations Act).

### **Pension Concessions**

Some fees and charges within this document allow a concession for pensioners. All people seeking such concession must provide appropriate proof of eligibility, i.e. –A Commonwealth Health Care Card, or a Northern Territory Pensioner Concession Card.

### **Indemnity**

Organisations hiring Council facilities are required to have public liability insurance cover.

Groups and individuals without their own public liability insurance must be aware that City of Darwin will not be held liable for any accident occurring through the actions or negligence of group members or guests.

### **Credit Card Surcharge**

City of Darwin may impose a surcharge of 0.4% on payments made using a credit card.

☞ = Item is exempt from GST per ATO Division 81.

4 Amounts in **BOLD** indicate GST is applicable and has been included

<b>GENERAL CONDITIONS (cont'd...)</b>
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### **Responsibility for Damage to Council Property**

The cost of damage to Council property will be recovered from the party responsible. In the case of hire of Council property the hirer will be held responsible and in the case of a permit/licence holder the holder will be held responsible. The cost of repairs will be calculated as the:

Actual invoiced cost to Council of materials and services used  
 Cost of Council labour, plant and stores used including overheads  
 Sub Total  
 Add 15% to Sub-Total = Total Cost that will be recovered.

### **Seasonal Oval Allocations**

Council ovals are made available for sporting organisations to use for Wet and Dry seasons competition, training and pre-season use.

Seasons:                      Wet Season 1 October to 31 March  
                                     Dry Season 1 April to 30 September

In the first instance Council allocates ovals through peak sporting bodies so that they may then arrange club fixtures.

The definition of a peak sporting body is –

“An organisation representing the interests of those involved in the nominated sport and one affiliated with a national body that recognises the peak body for the sport in the NT.

A peak body will also be registered as an incorporated body with NT Office of Business Affairs or Department of Justice and hold a current public liability insurance policy.”

☞ = Item is exempt from GST per ATO Division 81.


5 Amounts in **BOLD** indicate GST is applicable and has been included

### ADMINISTRATION FEES

#### **Assessment Record Inspection Fee**

Pursuant to Section 152(4) the Local Government Act any person is entitled, when the Council office is open to the public, to inspect the Assessment Record free of charge.





#### **Assessment Record Inspection Fee**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Assessment Record Inspection	Free	Free 	

#### **Fees for Written Confirmation**

A charge of \$48.00, (\$98.00 for an urgent request) for each property will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.

#### **Fees for Written Confirmation**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Rate Search Fee – per property			
<ul style="list-style-type: none"> <li>1 Business Day Prior Notice</li> <li>Urgent Same Day Request</li> </ul>	48.00  98.00 	48.00  98.00 	T150 T150
Reprint of Rate Notice			
<ul style="list-style-type: none"> <li>Per copy</li> <li>Current Rating Year</li> <li>Prior Rating Years</li> </ul>	<b>18.00</b> <b>24.00</b>	<b>18.00</b> <b>24.00</b>	T151 T151
Provision of Written Confirmation by facsimile, email or Post – per request	<b>18.00</b>	<b>18.00</b>	T151

 = Item is exempt from GST per ATO Division 81.

6 Amounts in **BOLD** indicate GST is applicable and has been included

**ADMINISTRATION FEES (cont'd...)**

<b><u>Dishonoured Cheque/Direct Debit Fees</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
Administration Fee – per instance	<b>38.00</b>	<b>38.00</b>	T153

<b><u>Preparation of Licence &amp; Agreement Conditions</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
Prepared by External Solicitor	<b>Solicitors costs + GST</b>	<b>Solicitors costs + GST</b>	T158
Prepared In-house	<b>324.00</b>	<b>324.00</b>	T159

<b><u>Research and/or Retrieval of Council Records</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
To conduct research of Council records where due to the nature of the research and/or staff time involved other published charges are inadequate, charge is on a per staff member/ hour charge or part thereof. Archive retrieval costs are additional.	<b>Actual cost at hourly rate</b>	<b>Actual cost at hourly rate</b>	T162

<b><u>Cancellation of Hire of Council Facilities</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
Cancellation fee (if notification is received less than two weeks prior to date of hire)	<b>23.00</b>	<b>23.00</b>	T400

<b><u>Interest on Overdue Debtor Accounts</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
Charged on Sundry Debtor account balances overdue in excess of 30 days, if no default rate otherwise specified in debt creation documentation.	18.0%pa 👍	18.0%pa 👍	

👍 = Item is exempt from GST per ATO Division 81.

7 Amounts in **BOLD** indicate GST is applicable and has been included

### APPLICATIONS UNDER FREEDOM OF INFORMATION

<b><u>Personal Information</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Application Fee	Free	Free 🇺🇸	
Supervised Inspection			T162
• First 2 hours	Free 🇺🇸	Free 🇺🇸	
• Per hour thereafter	25.00 🇺🇸	25.00 🇺🇸	

<b><u>Non-Personal Information</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Application Fee	30.00 🇺🇸	30.00 🇺🇸	T162
Searching and decision making (per hour)	25.00 🇺🇸	25.00 🇺🇸	T162
Retrieval from storage	Actual Cost 🇺🇸	Actual Cost 🇺🇸	T162
Supervised Inspection (for every hour or part of an hour)	25.00 🇺🇸	25.00 🇺🇸	T162
Application Fee for combined Personal and Non-Personal Information	30.00 🇺🇸	30.00 🇺🇸	T162

<b><u>Other Services</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Packaging materials for delivering or posting articles	Actual Cost 🇺🇸	Actual Cost 🇺🇸	T162
Delivery or postage charges	Actual Cost 🇺🇸	Actual Cost 🇺🇸	T162
Retrieval from storage	Actual Cost 🇺🇸	Actual Cost 🇺🇸	T162
Supervised Inspection (for every hour or part of an hour)	25.00 🇺🇸	25.00 🇺🇸	T162
Photocopies of Documentation			T162
Per page of Black & White A4 paper.	0.20 🇺🇸	0.20 🇺🇸	
Other	Actual Cost 🇺🇸	Actual Cost 🇺🇸	
Copies of disks, films or tapes, written transcripts, other services to enable the applicant to physically access information, hiring out equipment or facilities to enable applicant to view or listen to disk, film or tape.	Actual Cost 🇺🇸	Actual Cost 🇺🇸	T162
Operating equipment to copy disk, film or tape or to enable applicant to view or listen to disk, film or tape (per hour or part of an hour)	25.00 🇺🇸	25.00 🇺🇸	T 162

🇺🇸 = Item is exempt from GST per ATO Division 81.

8 Amounts in **BOLD** indicate GST is applicable and has been included

### ADVERTISING SIGNS

<b><u>Signs on Private or Public Land That Require A Permit</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Application Fee	151.00 🇺🇸	151.00 🇺🇸	T209
Removal, custody and release fee for unauthorised movable signs	<b>131.00</b>	<b>131.00</b>	
Removal, custody and release fee for unauthorised fixed sign – Minimum Fee \$100.00	<b>Cost + 15%</b>	<b>Cost + 15%</b>	
Public Land minimum rate per year <b>OR</b>	151.00 🇺🇸	151.00 🇺🇸	T210
Rate per square metre (which ever is greater) per year	58.00 🇺🇸	58.00 🇺🇸	T211

**Note**

*Specifications and requirements available from City of Darwin.*

<b><u>Miscellaneous Sign Fees</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Banner Sites</b>			
Permit Fee per week			
• Commercial	165.00 🇺🇸	165.00 🇺🇸	T214
• Non-profit organisation	48.00 🇺🇸	48.00 🇺🇸	T213
• Release fee for unauthorised banners (Bylaw 202)	<b>131.00</b>	<b>131.00</b>	T215
• Cancellation fee	<b>23.00</b>	<b>23.00</b>	T215
Street Light Banners – Per Banner (includes costs to erect, maintain & remove)	135.00 🇺🇸	135.00 🇺🇸	T212

🇺🇸 = Item is exempt from GST per ATO Division 81.

9 Amounts in **BOLD** indicate GST is applicable and has been included

### MINDIL CARNIVAL AREA

The Carnival area is a specific section of the reserve at Mindil Beach.

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Mindil Carnival Area Flood Lights – per day	<b>107.00</b>	<b>107.00</b>	T663
Mindil Carnival Area per day	<b>1,148.00</b>	<b>1,148.00</b>	T230
Security & Cleaning Deposit			T413
<ul style="list-style-type: none"> <li>Major Events</li> </ul> <p>(the hirer is responsible for the daily collection and disposal of all litter in the area, if the area is not clean and tidy each morning, Council will arrange for cleaning and charge accordingly)</p>	1,020.00 👍	1,020.00 👍	

#### Note

*Security and Cleaning Deposit shall be lodged with the City of Darwin at least 14 days in advance of the day of hire.*

#### **Car Parking**

To be supervised by hirer.

#### **Electricity**

To be paid in accordance with metered usage.

👍 = Item is exempt from GST per ATO Division 81.

10 Amounts in **BOLD** indicate GST is applicable and has been included

**BINS – ADDITIONAL DOMESTIC SERVICE**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
240 litre Garbage Bin – Kerbside Service - per annum	<b>445.00</b>	<b>445.00</b>	
240 litre Recycling Bin – Kerbside Service - per annum	<b>100.00</b>	<b>100.00</b>	
240 litre Garbage Bin – Manual Service - per annum	<b>491.00</b>	<b>491.00</b>	
240 litre Recycling Bin – Manual Service - per annum	<b>357.00</b>	<b>357.00</b>	
1,100 litre Garbage Bin – per annum	<b>2,089.00</b>	<b>2,089.00</b>	
1,100 litre Recycling Bin – per annum	<b>1,491.00</b>	<b>1,491.00</b>	

Note: Additional services costs will be invoiced annually directly to the Body Corporate (for strata titled units). The Body Corporate will distribute additional waste service expenses equally among all owners of a development through the Body Corporate fees. Additional services costs for non-strata titled units will be charged annually in conjunction with the municipal rates and charges, appearing on the Annual Notice of Rates and Charges.

☞ = Item is exempt from GST per ATO Division 81.



11 Amounts in **BOLD** indicate GST is applicable and has been included

CAR PARKS			
<b><u>Off Street Car Parks</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Permit Parking</b>			
Westlane – 6 Month Permit	<b>1,740.00</b>	<b>1,740.00</b>	T240
Westlane – 12 Month Permit	<b>2,625.00</b>	<b>2,625.00</b>	
Chinatown – 6 Month Permit	<b>1,560.00</b>	<b>1,560.00</b>	
Chinatown – 12 Month Permit	<b>2,200.00</b>	<b>2,200.00</b>	
Cavenagh St, Nichols Pl, MLachlan St, Stott Ln – 6 Month Permit	<b>912.00</b>	<b>912.00</b>	
Cavenagh St, Nichols Pl, MLachlan St, Stott Ln – 12 Month Permit	<b>1,400.00</b>	<b>1,400.00</b>	
McMinn St, Mitchell St, Woods/Daly St, Daly/Mitchell St – 6 Month Permit	<b>570.00</b>	<b>570.00</b>	
McMinn St, Mitchell St, Woods/Daly St, Daly/Mitchell St – 12 Month Permit	<b>850.00</b>	<b>850.00</b>	
<b>All Day Parking</b>			
Early Bird – Monday to Friday, Park & Pay before 9.00am – Westlane	<b>10.00</b> per day	<b>10.00</b> per day	T240
Early Bird – Monday to Friday, Park & Pay before 9.00am – Chinatown	<b>7.00</b> per day	<b>7.00</b> per day	
Cavenagh St, Nichols Pl, MLachlan St, Stott Ln	<b>5.30</b> per day	<b>5.30</b> per day	
McMinn St, Mitchell St, Woods/Daly St, Daly/Mitchell St	<b>3.20</b> per day	<b>3.20</b> per day	
<b>Casual Parking</b>			
(Monday to Friday per hour – up to 7 hours or pro rata)			
Westlane Per Hour	<b>2.00</b>	<b>2.00</b>	T240
Chinatown Per Hour	<b>1.50</b>	<b>1.50</b>	
<b>Overnight Parking</b>			
5.00pm to 8.00am the following day, Mon to Thurs Inclusive			
Westlane – per night	<b>10.50</b>	<b>10.50</b>	T240
Chinatown – per night	<b>9.00</b>	<b>9.00</b>	
<b>Additional/Replacement</b>			
Permit – All Off Street Car Parks	<b>14.00</b>	<b>14.00</b>	T242
Access Card – Westlane, Chinatown	<b>25.00</b>	<b>25.00</b>	
<b>Weekends &amp; Public Holidays</b>			
Westlane – All day Saturday, Sunday, Public Holidays	Free	Free	
Chinatown – Saturday (7.00am – 10.00pm closing time)	Free	Free	
Chinatown – Sunday (7.00am – 8.00pm closing time)	Free	Free	
<b>Release of Vehicle</b>			
Westlane	<b>120.00</b>	<b>120.00</b>	T242
Chinatown	<b>120.00</b>	<b>120.00</b>	
<b>Motorcycle Parking</b>			
Within Designated Bays – All Off Street Car Parks	Free	Free	
<b>Access to Bicycle Facility – The Pod (Chinatown)</b>			
Access Fee per key per Annum (or part thereof)	<b>109.00</b>	<b>110.00</b>	T842

☞ = Item is exempt from GST per ATO Division 81.

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12 Amounts in **BOLD** indicate GST is applicable and has been included

<b>CAR PARKS (cont'd...)</b>
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**Conditions of Parking**

1. All vehicles are parked at the risk of the person parking the same and in respect of vehicles parked in this carpark, no employee or agent of the Council is liable for any loss or damage, whether occasioned by negligence or otherwise.
2. No person employed by the City of Darwin has authority to accept vehicles or articles for safekeeping.
3. The Common Law as to bailment of goods does not apply in respect of the parking of a vehicle with its contents in this carpark.
4. The Manager or any person having the authority of the City of Darwin has authority to enter any vehicle in this carpark and move or drive it to another place.
5. The Manager or any person having the authority of the City of Darwin, may deliver a vehicle to any person offering evidence of ownership or authority to receive the vehicle and may refuse to deliver a vehicle unless he or she is so satisfied and no servant or agent of the Council shall be liable for such delivery detention or failure to deliver.
6. No person has authority to vary these conditions.
7. Vehicles displaying a Disability Parking Permit may park in a disabled bay in all off-street carparks all day free of charge, except West Lane Carpark and Chinatown Carpark. Persons displaying a valid Disability Parking Permit who park in a disabled bay in either West Lane Carpark or Chinatown Carpark may park for twice the time paid for, however parking fees apply.

👉 = Item is exempt from GST per ATO Division 81.

13 Amounts in **BOLD** indicate GST is applicable and has been included

CAR PARKING AREAS - ALTERNATIVE USES
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Council will determine a hiring rate for commercial or non-profit users.

Westlane Carpark is unavailable for alternate use.

Persons hiring Carparks for alternative use shall pay to Council all costs associated with Council providing carpark attendants and supervisors and other necessary expenses such as electricity occasioned by the alternative use. The General Manager Corporate Services shall provide estimates to the person requiring alternative use prior to approval for the alternative use being granted.

These persons shall abide by and follow all the requirements and directions of the General Manager Corporate Services or his representative in the use of the car park.

The area required for the alternative use shall be left in a condition equal to that before the use was approved (i.e. in a clean and tidy condition). The person requiring alternative use shall be made aware that water or any liquid cannot be used in cleaning the area approved.

Persons requiring this use shall make arrangements for their own electrical supply where portable generators are used, these generators shall be adequately silenced.

Hirers shall make arrangements for toilet facilities outside of normal working hours and shall make contact with and follow the requirements of the Department of Health and Community Services for the alternative use.

☞ = Item is exempt from GST per ATO Division 81.

13

14 Amounts in **BOLD** indicate GST is applicable and has been included

### CAR PARKING – ON STREET

Metered parking is available within the CBD area, which is divided into three (3) separate zones for charging purposes. Details of the zone boundaries are available at the Civic Centre during opening hours.

A number of bays are available at no charge with a 15 minute time limit. These bays are individually signposted.

Motorcycles may park at no charge within designated motorcycle parking bays. Motorcycles parking within metered bays must pay the applicable charge.

Vehicles displaying a Disabled Persons Parking Permit may park at **no charge for twice the time** indicated on signage within metered bays in Zones A and B. These vehicles may park all day at no charge within Zone C. Vehicles must have the Disabled Persons Parking Permit prominently displayed.

<b><u>Metered On-Street Car Parking Within CBD</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Zone A - Per hour per bay 8:00am to 5:00pm Monday to Friday excludes weekends and public holidays	<b>2.50</b>	<b>2.50</b>	T252
Zone B - Per hour per bay 8:00am to 5:00pm Monday to Friday excludes weekends and public holidays	<b>1.80</b>	<b>1.80</b>	T253
Zone C - Per hour per bay 8:00am to 5:00pm Monday to Friday excludes weekends and public holidays	<b>1.30</b>	<b>1.30</b>	T254
Maximum daily charge	<b>7.50</b>	<b>7.50</b>	
All Zones – All day Public Holidays and Weekends	<b>Free</b>	<b>Free</b>	

☞ = Item is exempt from GST per ATO Division 81.

15 Amounts in **BOLD** indicate GST is applicable and has been included

### CEMETERY CHARGES

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
<b>Reserved Graves</b>			
1 <sup>st</sup> Interment - (excavation & ground maintenance)	<b>2,380.00</b>	<b>2,380.00</b>	T261
2 <sup>nd</sup> Interment - (excavation & ground maintenance)	<b>1,989.00</b>	<b>1,989.00</b>	T265
Extra Depth (to 7 foot)– in addition to cost for interment	<b>227.00</b>	<b>227.00</b>	T262
Interment of Ashes – Permit Fee	311.00 👍	311.00 👍	T258
Issue of Exclusive Right of 2 <sup>nd</sup> Interment Certificate - Administration Fee	340.00 👍	340.00 👍	T257
Transfer of Exclusive Right Certificate/Reservation Certificate/Exclusive Right of 2 <sup>nd</sup> Interment Certificate	<b>83.00</b>	<b>83.00</b>	T257
Exhumation Fee of Remains and Exhumation Overseer Cost	<b>3,471.00</b>	<b>3,471.00</b>	T256
Rock Breaker Charge – when required	Cost of Contractor + GST + 10% administration fee	Cost of Contractor + GST + 15% administration fee	T255
Erection of Memorial			
• Memorial Permit Fee	129.00👍	129.00👍	T263
• Installation of plaque on Standard site	<b>129.00</b>	<b>129.00</b>	T264
• Concrete Head Beam (Memorial Foundation)	<b>129.00</b>	<b>129.00</b>	T260
Funeral Service Provider Annual Permit Fee	122.00 👍	122.00 👍	T296
Miscellaneous Labour Rate per hour	<b>129.00</b>	<b>129.00</b>	T606
Commission Paid to Funeral Directors for the collection of full interment fees	<b>130.00 ex GST</b>	<b>130.00 ex GST</b>	
After hours surcharge (after 4.00pm weekdays and all day weekends, public holidays)	<b>520.00</b>	<b>520.00</b>	T606
<b>**Infant Subsidy **</b>	Subsidy available for cremation or burial of infants up to the age of 2 years in accordance with conditions	Subsidy available for cremation or burial of infants up to the age of 2 years in accordance with conditions	T605

👍 = Item is exempt from GST per ATO Division 81.

16 Amounts in **BOLD** indicate GST is applicable and has been included

**CEMETERY CHARGES (cont'd...)**

<b><u>Ministerial Approved Burials</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
(Council Decision 13\2425)	<b>\$</b>	<b>\$</b>	
<b>Second Interment</b> Where upper surface of coffin is below 750mm from ground level (includes excavation and ground maintenance)	<b>2,707.00</b>	<b>2,707.00</b>	T600
<b>Third &amp; Subsequent Interment</b> Where upper surface of coffin is 500mm from ground level (includes excavation and ground maintenance)	<b>2,707.00</b>	<b>2,707.00</b>	T601
<b>Concrete Seal</b>	<b>1,122.00</b>	<b>1,122.00</b>	T602
<b>Grave Investigation</b> To ascertain depth and compliance with Legislation	<b>734.00</b>	<b>734.00</b>	T603
<b>Administration Fee</b>	<b>124.00</b>	<b>124.00</b>	T604

<b><u>Memorial Niche Wall</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Memorial/Niche Wall - Reservation	<b>1,010.00</b>	<b>1,010.00</b>	T608
Memorial/Niche Wall - Interment of Ashes & Plaque - Permit Fee (Includes installation)	665.00 👍	665.00 👍	T609
Memorial/Niche Wall - Removal/Installation of Memorial Plaque for 2 <sup>nd</sup> Interment	<b>253.00</b>	<b>253.00</b>	T611
Memorial/Niche Wall Transfer of Reservation	<b>83.00</b>	<b>83.00</b>	T612

👍 = Item is exempt from GST per ATO Division 81.

17 Amounts in **BOLD** indicate GST is applicable and has been included

CEMETERY CHARGES (cont'd...)
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Note

*Overtime rates will apply if burials are carried out on a weekend, or on a public holiday. Charges are subject to change dependent on contract variation.*

*Extra charge for rock breaker if required, will be cost of contractor plus 10% administration charge + GST.*

*Installation of Plaques and Headstones does not include supply of memorial.*

*After Hours surcharge applies for services at 4.00pm or later on weekdays and all day weekends, public holidays.*

*Exhumations to coffin depth only.*

*All fees are inclusive of GST, except where otherwise indicated by ☞ symbol.*

### **Infant Subsidy**

**\*\*** The subsidy is applicable for the burial or cremation costs of children up to the age of two years, with the following conditions.

- A subsidy will be available for the interment or cremation cost of a child under the age of two years whose parent or legal guardian is a resident within the municipality of Darwin subject to the following being met.
- The subsidy will be available up to a maximum of \$900 or 50% of the interment or cremation costs whichever is the lesser value within any section of Thorak Regional Cemetery, Gardens Road Cemetery or Darwin General Cemetery.
- The subsidy will be for the interment or cremation costs only (not both) and will be applicable at the time of service as a one-off payment. Only one claim will be approved for any one infant.
- The subsidy will be available for a parent or legal guardian of a child residing within the Darwin Municipality and will include stillborn children.
- The subsidy will be paid to individual residents only and will not be available for organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin Municipality. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power and/or Water, a current rental agreement, Rates notice or any other identification document as approved by the Superintendant of Cemeteries.

☞ = Item is exempt from GST per ATO Division 81.

18 Amounts in **BOLD** indicate GST is applicable and has been included

### COMMUNITY CENTRE CHARGES

*City of Darwin has community centres at Lyons, Nightcliff and Malak available for general hire by the public and by non-profit organisations, groups and organisations working in the community sector.*

*Council aims to ensure that a range of user groups and/or individuals have fair and equitable access to Council's services and facilities. These facilities provide spaces for a diverse mix of activities and encourage community connectedness, participation in community life and enhance individual and community wellbeing.*

*The Centres are available for hire on a full day or hourly rate from 6am to Midnight daily. Council requires any community group or individual entering into an agreement for the use of a community centre ("Hirer") to comply with the conditions of use.*

*Cancellation of bookings must be provided in writing 5 working days prior to the date of hire, otherwise the full hire charge will be forfeited.*

*Refundable cleaning, security and key deposits are applicable to all areas within the Centre. Where Council's contracted security firm is called out after hours, or additional cleaning or replacement of keys is required, the hirer will be required to meet these expenses on request of the Council.*

#### **Lyons Community Centre**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Private functions</b> (Entire Centre), Friday, Saturday evenings from 5:00 pm (Sundays as per weekday bookings)	<b>220.00</b>	<b>220.00</b>	T634
<b>Hall Area Hire</b>			
• 2 hour minimum charge	<b>28.00</b>	<b>28.00</b>	T630
• Per hour thereafter	<b>14.00</b>	<b>14.00</b>	T630
• All day any day until 5:00pm	<b>80.00</b>	<b>80.00</b>	T630
<b>Outdoor Area Hire</b>			
• 2 hour minimum charge	<b>18.00</b>	<b>18.00</b>	T633
• Per hour thereafter	<b>9.00</b>	<b>9.00</b>	T633
<b>Storage Area</b> (per annum) payable in advance 1 July each year. (Quarterly pro rata or part thereof)	<b>63.00</b>	<b>63.00</b>	

#### **Note**

*The selling or consuming of alcohol will not be permitted at the Lyons Community Centre.*

☞ = Item is exempt from GST per ATO Division 81.



19 Amounts in **BOLD** indicate GST is applicable and has been included

**COMMUNITY CENTRE CHARGES (cont'd...)**

<b><u>Malak Community Centre</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Private functions</b> (Entire Centre), Friday, Saturday evenings from 5:00 pm (Sundays as per weekday bookings)	<b>220.00</b>	<b>220.00</b>	T320
<b>Large Area Hire</b>			
• 2 hour minimum charge	<b>28.00</b>	<b>28.00</b>	T322
• Per hour thereafter	<b>14.00</b>	<b>14.00</b>	T322
• All day any day until 5:00 pm	<b>80.00</b>	<b>80.00</b>	T322
<b>Small Area Hire</b>			
• 2 hour minimum charge	<b>22.00</b>	<b>22.00</b>	T326
• Per hour thereafter	<b>11.00</b>	<b>11.00</b>	T326
• All day any day until 5:00 pm	<b>53.00</b>	<b>53.00</b>	T326
<b>Storage Area</b> (per annum) payable in advance 1 July each year. (Quarterly pro rata or part thereof)	<b>63.00</b>	<b>63.00</b>	T329

**Note**

*Friday and Saturday evenings from 6:00 pm, hire of the large area for private functions includes the use of the small area to enable access to kitchen facilities. Subsequently, hiring of the small area is not possible on Friday and Saturday evenings.*

☞ = Item is exempt from GST per ATO Division 81.

20 Amounts in **BOLD** indicate GST is applicable and has been included

**COMMUNITY CENTRE CHARGES (cont'd...)**

<b><u>Nightcliff Community Centre</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Meeting Room Hire</b>			
• 2 hour minimum charge	<b>28.00</b>	<b>28.00</b>	T343
• Per hour thereafter	<b>14.00</b>	<b>14.00</b>	T343
• All day any day until 5:00 pm	<b>80.00</b>	<b>80.00</b>	T343
<b>Outdoor Area Hire</b>			
• 2 hour minimum charge	<b>18.00</b>	<b>18.00</b>	T352
• Per hour thereafter	<b>9.00</b>	<b>9.00</b>	T352
<b>Office Tenancies</b>			
• Office Rental per annum	<b>120/m<sup>2</sup></b>	<b>120/m<sup>2</sup></b>	
• Use of meeting room for office users	<b>21% of total annual rental</b>	<b>21% of total annual rental</b>	
<b>Storage Cages</b> per financial year payable in advance 1 July each year. (Quarterly pro rata or part thereof)	<b>63.00</b>	<b>63.00</b>	T350
<b>Storage Rooms</b> per m <sup>2</sup> per annum	<b>63.00</b>	<b>63.00</b>	T350

**Note**

*The rooms in Nightcliff Community Centre are not available for private party use, and the selling or consuming of alcohol on the premises is not permitted.*

*The Nightcliff Community Centre office space(s) are typically in high demand and are available for lease to not for profit organisations only. All office hirers pay their own cleaning & power costs and separate electricity meters are installed in each tenancy. For further information regarding availability of office space or to be placed on the waiting list please contact Council.*

☞ = Item is exempt from GST per ATO Division 81.

21 Amounts in **BOLD** indicate GST is applicable and has been included

### DOG/CAT FEES & CHARGES

#### **Registration Fees - Annually**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Entire Dog	120.00 🇺🇸	120.00 🇺🇸	
De-sexed Dog – Over 12 months of age	25.00 🇺🇸	25.00 🇺🇸	
De-sexed Dog older than 3 months and less than 12 months of age	New Charge	0.00	
Declared Dog Category 1	249.00	249.00 🇺🇸	
Declared Dog Category 2	192.00	192.00 🇺🇸	
Declared Dog Category 3	124.00	124.00 🇺🇸	
Entire Cat	120.00	120.00 🇺🇸	
De-sexed Cat	10.00	10.00 🇺🇸	

#### **Concessions - Annually**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Guide Dog/ Assistance Dog (Entire & De-sexed) – Subject to application & approval by Council Authorised Officer	Free 🇺🇸	Free 🇺🇸	
<b>Concessions (See Page 3 for eligibility), also Totally and Permanently Incapacitated (TPI) Gold Card Holders.</b>			
Entire Dog	67.00 🇺🇸	67.00 🇺🇸	
De-sexed Dog	12.50 🇺🇸	12.50 🇺🇸	
De-sexed Cat	5.00 🇺🇸	5.00 🇺🇸	
NACA Members Entire Dog (Registration)	70.00 🇺🇸	70.00 🇺🇸	
Basic Obedience Trained & Certified – Subject to application & approval by Council Authorised Officer <ul style="list-style-type: none"> <li>Entire Dog</li> <li>De-Sexed Dog</li> </ul>	New Charge New Charge	70.00 🇺🇸 25.00 🇺🇸	
CANT Members Entire Cat	70.00 🇺🇸	70.00 🇺🇸	

🇺🇸 = Item is exempt from GST per ATO Division 81.

22 Amounts in **BOLD** indicate GST is applicable and has been included

**DOG/CAT FEES & CHARGES (cont'd...)**

<b><u>Licence Fees - Annually</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Licence to keep more than 2 dogs <b>Plus registration fees for each dog</b>	124.00 🇺🇸	124.00 🇺🇸	T365
Licence to keep more than 2 cats <b>Plus registration fees for each cat</b>	30.00 🇺🇸	30.00 🇺🇸	T375

<b><u>Miscellaneous</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Microchipping for dogs and cats – per animal	<b>30.00</b>	<b>30.00</b>	T376
Anti-Bark Collar Refundable Deposit	70.00 🇺🇸	70.00 🇺🇸	
Cat Trap Refundable Deposit – per trap	70.00 🇺🇸	70.00 🇺🇸	T414

*Registration is transferable on application if the registered dog dies and the owner acquires a replacement animal.*

<b><u>Impounding Fees &amp; Charges</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Registered Dogs Release Fee – per dog	103.00 🇺🇸	103.00 🇺🇸	T367
Unregistered Dogs Release Fee – per dog	249.00 🇺🇸	249.00 🇺🇸	T368
Additional Fee if Dog is Impounded Outside of Council Hours – per dog	77.00 🇺🇸	77.00 🇺🇸	T369
Seizure fee for unregistered dogs – per dog	249.00 🇺🇸	249.00 🇺🇸	T370
Registered Cat Release Fee – per cat	103.00 🇺🇸	103.00 🇺🇸	T372
Unregistered Cat Release Fee – per cat	249.00 🇺🇸	249.00 🇺🇸	T373
Additional Fee if Cat Impounded Outside of Council Hours – per cat	77.00 🇺🇸	77.00 🇺🇸	T374
Animal Surrender Fee	50.00 🇺🇸	50.00 🇺🇸	
Maintenance Fee for each Impounded Cat – applied after expiration of 4 impounding days	18.00	18.00 🇺🇸	T379
Maintenance Fee for each Impounded Dog – applied after expiration of 4 impounding days	23.00	23.00 🇺🇸	T379
Seizure Fee for Unregistered Cat – per cat	249.00 🇺🇸	249.00 🇺🇸	

**Note**

1. All dogs & cats released from or purchased at the Pound must be registered.

🇺🇸 = Item is exempt from GST per ATO Division 81.

23 Amounts in **BOLD** indicate GST is applicable and has been included

### EVENT EQUIPMENT HIRE

Council has a range of equipment available for loan to not-for-profit organisations, charities and community groups for use at community events. The use of this equipment is subject to the following conditions:

- The event must take place within the Darwin municipality
- The hirer must acknowledge support from City of Darwin (such as a banner)
- The event must be non-commercial in nature and open to the community to attend
- The hirer must have public liability insurance not less than \$20,000,000.00
- The equipment cannot be loaned until the hire agreement, deposit return form, public liability insurance certificate of currency and payment have all been provided to Council

The Security Deposit will be refunded to the borrower following an inspection and verification by Council Officers that the equipment has been fully returned and is undamaged. Council may deduct an amount from the Security Deposit to cover the cost of any expenses arising from the need to repair, replace, clean or transport the equipment to or from the place of hire.

More information regarding the available equipment, including hire forms, can be found on the City of Darwin website – [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au). Before completing and returning hire forms please contact Customer Service on **8930 0556** or [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au) to check whether the equipment is available when you wish to use it. Much of the equipment is in high demand during peak seasons so early bookings are advisable.

Please note – apart from the staging, transportation of all equipment is the responsibility of the hirer.

#### Fun and Games Equipment – per application

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Fun and Games Equipment Loan	Free	Free	

#### Gig Gear (PA Equipment) – per application

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Gig Gear – MiPRO - Loan	<b>50.00</b>	<b>50.00</b>	T417
Gig Gear - Small PA System – Loan	<b>100.00</b>	<b>100.00</b>	T417

In addition to the above, it is a condition of use that hirers of the SMALL PA system engage a qualified sound technician to set up, pack up and operate the equipment.

☞ = Item is exempt from GST per ATO Division 81.

24 Amounts in **BOLD** indicate GST is applicable and has been included

**EVENT EQUIPMENT HIRE – (cont'd...)**

**Staging**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Stage Kit Trailer – Loan	<b>300.00</b>	<b>300.00</b>	T424
Aluminium Staging – Loan (per section)	<b>69.00</b>	<b>69.00</b>	T903

The stage kit trailer is a box trailer containing eight (8) 1200 x 2400mm panels, stairs, an access ramp and several sets of removable legs allowing the stage to be set up at between 150mm and 900mm high. Delivery and set up of this stage during 8am and 4pm weekdays is included in the hire fee. Out of hours delivery and set up can be negotiated for a fee.

The aluminium staging consists of (5) 1200 x 2400mm panels fixed at 440mm high. These panels may be collected and transported by the hirer.

It is a condition of hire that neither stage is to be left unattended on an unsecured site.

**Accessible Flooring – Wheelchair Access**

	<b>2013/2014 Including GST</b>	<b>2016/2017 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
• Loan	<b>Free</b>	<b>Free</b>	

☞ = Item is exempt from GST per ATO Division 81.

25 Amounts in **BOLD** indicate GST is applicable and has been included

### GARDENS AMPHITHEATRE

***All enquiries and bookings are to be made through the Darwin Entertainment Centre on (08) 8980 3333. The Darwin Entertainment Centre manages the Gardens Amphitheatre on behalf of The City of Darwin.***

<b><u>Basic Hire Charges</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
(No charges for bump in or bump out days)			
	<b>\$</b>	<b>\$</b>	
<b>Booking Fee – per day/ night</b>			
<b><u>Non Profit Organisations</u></b>			
• Performance	<b>261.00</b>	<b>261.00</b>	T400
• Rehearsal	<b>79.00</b>	<b>79.00</b>	
<b><u>Commercial Operations</u></b>			
• Rehearsal	<b>292.00</b>	<b>292.00</b>	
• First Performance Night/ Day	<b>1,654.00</b>	<b>1,654.00</b>	T401
• Sequential Performance Nights/ Days	<b>1,117.00</b>	<b>1,117.00</b>	T401
<b><u>Wedding Receptions/Ceremonies/Private Functions</u></b>	<b>256.00</b>	<b>256.00</b>	T400
<b>Local Hirers Fee – Audiences &lt; 500 persons</b>	<b>489.00</b>	<b>489.00</b>	T412
<b>Cancellation Fee</b>	<b>256.00</b>	<b>256.00</b>	T400
<b>Security Deposit</b>			
• Commercial Operations	937.00 👍	937.00 👍	T413
Electricity in advance deposit, per day (unused balance is refundable to hirer) Note actual charge is calculated on units used + GST	760.00 👍	760.00 👍	T413
<b>Cleaning Deposit</b>			
• Commercial organisation	490.00	490.00	T413
• Non Profit	490.00 👍	Free 👍	

👍 = Item is exempt from GST per ATO Division 81.

26 Amounts in **BOLD** indicate GST is applicable and has been included

## GARDENS AMPHITHEATRE (cont'd...)

### **Bookings and Enquiries**

All enquiries and bookings are to be made through the Darwin Entertainment Centre on (08) 8980 3333. The Darwin Entertainment Centre manages the Gardens Amphitheatre on behalf of The City of Darwin.

### **Electricity**

Electricity deposit is calculated per day, in advance, for electricity usage. Electricity charge will be calculated after the event based on actual usage + GST, as determined from meter readings prior and subsequent to the event. The unused balance of the deposit will be refunded to the hirer.

### **Car Parking**

Car Parking must be supervised. If Council staff are used, the Council shall be reimbursed the actual cost involved + GST.

### **Removal of Litter**

The hirer is responsible for the removal of all rubbish and litter and shall lodge \$490.00 as a security deposit against this work being done to be paid by way of a bank cheque at least 14 days prior to day of hire.

Should the hirer NOT leave the area in a clean and tidy condition, the hirer shall pay the cost of Council labour at the rate stated under “**Council Rates for Clearing Away Rubbish**”, in the “Parks” section of this booklet. The area **MUST** be cleaned by 12.00 noon on the day following an evening function.

### **Note**

*The hirer shall be responsible for any damage to buildings, gardens, lawns and anything within the area of hire during the period of hire and shall reimburse Council for any repairs or replacements.*

*A booking will not be confirmed until all relevant fees and charges have been paid.*



27 Amounts in **BOLD** indicate GST is applicable and has been included

### LIBRARIES

*Casuarina Library has available a meeting room for general hire by the public, organisations and groups.*

#### Library Meeting Rooms

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Non Profit/Community Organisations Hourly rate (up to 3 hours) – Min Charge 2 hours	<b>14.00</b> per hour Min Charge 2 Hours	<b>14.00</b> per hour Min Charge 2 Hours	
Non Profit/Community Organisations Full day (8 Hours))	<b>77.00</b>	<b>77.00</b>	
Commercial Use hourly rate (up to 3 hours)	<b>31.00</b> per hour	<b>31.00</b> per hour	
Commercial Use full day (8 hours)	<b>194.00</b>	<b>194.00</b>	

#### Inter Library Loan Charges

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Standard Inter-library loan – per item	<b>16.50</b>	<b>16.50</b>	
<b>Journal Articles</b>			
• Up to 50 pages	<b>16.50</b>	<b>16.50</b>	
• Each additional 50 pages	<b>4.00</b>	<b>4.00</b>	

☞ = Item is exempt from GST per ATO Division 81.

28 Amounts in **BOLD** indicate GST is applicable and has been included

**LIBRARIES (cont'd...)**

*Australian Interlibrary Resource Sharing Code Recommended Schedule of Charges (as at 1.10.2011.)*

**Fast Track Rates**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Rush in addition to core service (24 hours)	<b>16.50</b>	<b>16.50</b>	
Express in addition to core service (2 hours)	<b>33.00</b>	<b>33.00</b>	

**Fax Transmission Costs of Journal Articles**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
More than 10 pages – Per additional 50 pages	<b>4.00</b>	<b>4.00</b>	

**Replacement of Lost or Damaged Items**

*The following schedule of fees are charged for lost and damaged items.*

**Replacement of Lost or Damaged Items – per item**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
If original purchase price of item is available.	<b>Purchase Price</b>	<b>Purchase Price</b>	
<b>If no cost available, the following charges apply:</b>			
Adult Fiction Paperback	<b>30.00</b>	<b>30.00</b>	
Adult Fiction Hardcover	<b>50.00</b>	<b>50.00</b>	
Adult Non-fiction Paperback	<b>30.00</b>	<b>30.00</b>	
Adult Non-fiction Hardback	<b>50.00</b>	<b>50.00</b>	
Adult DVD (single)	<b>35.00</b>	<b>35.00</b>	
Adult DVD (double)	<b>40.00</b>	<b>40.00</b>	
Adult DVD (multiple)	<b>55.00</b>	<b>55.00</b>	

☞ = Item is exempt from GST per ATO Division 81.

29 Amounts in **BOLD** indicate GST is applicable and has been included

LIBRARIES (cont'd...)

<b><u>Replacement of Lost or Damaged Items – per item</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Junior Fiction Paperback	<b>20.00</b>	<b>20.00</b>	
Junior Fiction Hard cover	<b>30.00</b>	<b>30.00</b>	
Junior Picture Book	<b>30.00</b>	<b>30.00</b>	
Junior Non-fiction Paperback	<b>30.00</b>	<b>30.00</b>	
Junior Non-fiction Hardcover	<b>40.00</b>	<b>40.00</b>	
Junior Graphic Novel	<b>40.00</b>	<b>40.00</b>	
Junior DVD	<b>25.00</b>	<b>25.00</b>	
Large print Hard Cover	<b>65.00</b>	<b>65.00</b>	
Large print book – Paperback	<b>50.00</b>	<b>50.00</b>	
Spoken Word			
CD (whole item)	<b>150.00</b>	<b>150.00</b>	
Case	<b>15.00</b>	<b>15.00</b>	
Music Audio CD (single)	<b>34.00</b>	<b>34.00</b>	
Music Audio CD (multiple)	<b>40.00</b>	<b>40.00</b>	
CD/DVD Lockable Security Case (single)	<b>1.50</b>	<b>1.50</b>	
CD/DVD Lockable Security Case (multiple)	<b>2.50</b>	<b>2.50</b>	
World Languages Books	<b>40.00</b>	<b>40.00</b>	
Magazines	<b>Cover Price</b>	<b>Cover Price</b>	
Laptop	<b>365.00</b>	<b>365.00</b>	
Ipad	<b>569.00</b>	<b>569.00</b>	

☞ = Item is exempt from GST per ATO Division 81.

30 Amounts in **BOLD** indicate GST is applicable and has been included

**LIBRARIES (cont'd...)**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Where an Inter-library loan item is lost or damaged:-</b>	<b>Replacement Cost +</b>	<b>Replacement Cost +</b>	
Search/Processing Fee	<b>60.00</b>	<b>60.00</b>	
Invoice fee for overdue loans – Processing fee	<b>6.50</b>	<b>6.50</b>	
Recovery fee for overdue loans – Debt Collection & Processing Fee	<b>15.00</b>	<b>15.00</b>	
Print Products from personal computers <ul style="list-style-type: none"> <li>• Black &amp; White</li> <li>• Colour A4</li> <li>• Colour A3</li> </ul>	<b>0.25 per page</b> <b>1.50 per page</b> <b>3.00 per page</b>	<b>0.25 per page</b> <b>1.50 per page</b> <b>3.00 per page</b>	
Photocopying – Black & White A4	<b>0.25 per page</b>	<b>0.25 per page</b>	
Photocopying – Black & White A3	<b>0.50 per page</b>	<b>0.50 per page</b>	
Photocopying – Colour A4	<b>1.50 per page</b>	<b>1.50 per page</b>	
Photocopying – Colour A3	<b>3.00 per page</b>	<b>3.00 per page</b>	
3D Printing	<b>2.00 per hour</b>	<b>2.00 per hour</b>	T428
Public E-mail / Internet per 30 minutes (non members)	<b>1.50 for ½ hour</b>	<b>1.50 for ½ hour</b>	
Disposable earbuds	<b>Purchase Price</b>	<b>Purchase Price</b>	
Library merchandise	<b>Purchase Price</b>	<b>Purchase Price</b>	
Library programs and events - Cost of materials	<b>As Advertised</b>	<b>As Advertised</b>	

**Temporary Library Membership**

Per Council Decision 19\2800 (26/04/06) Temporary Library Membership is available to new Darwin Residents/Visitors upon payment of a refundable security deposit, subject to Council's Temporary Library Membership Policy.

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Temporary Library Membership Security Deposit Fully refundable upon presentation of original receipt, Temporary Library Membership Card and personal identification (within 12 months of original fee payment). <b>Plus</b> administration fee (non-refundable)	<b>50.00</b>  <b>+</b> <b>10.00</b>	<b>50.00</b>  <b>+</b> <b>10.00</b>	T416

☞ = Item is exempt from GST per ATO Division 81.

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31 Amounts in **BOLD** indicate GST is applicable and has been included

<b>LIBRARIES (cont'd...)</b>
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**Note 1:**

*General Manager Community Services has delegated authority to reduce/waive fees in particular circumstances for unfunded charitable organisations and other associations closely affiliated with the Libraries objectives and functions.*

**Note 2:**

*Where the security firm is called out, or additional cleaning or replacement of keys is required (after use of the room) Council will recover the cost incurred.*

**Inter-Library Loan Charges**

*The City of Darwin Libraries will charge the following fees in the following instances.*

1. No more than two items are requested on interstate inter-library loan for any one borrower at a time. Customers requesting more than two items will be charged according to the Australian Interlibrary Resource Sharing Code recommended schedule for each additional item.
2. There needs to be a six months gap before the Library inter-library loans the same title for the same person. The Library will only process this inter-library loan request within the six months if the patron is prepared to pay for any inter-library loan charge incurred.
3. Customers requesting urgently required inter-library loans will be charged at the recommended Australian Interlibrary Resource Sharing Code rates for fast track service.
4. Any cost incurred in obtaining information from specialised service suppliers will be passed on to customers.

☞ = Item is exempt from GST per ATO Division 81.

32 Amounts in **BOLD** indicate GST is applicable and has been included

THE MALL

<u>The Mall Permits</u>	2016/2017	2017/2018	CoD
	Including GST	Including GST	Code
	\$	\$	
<b>Commercial Displays</b>			
• Per day	520.00 👍	520.00 👍	T500
• Per week	1,308.00 👍	1,308.00 👍	T501
<b>Shopkeepers Trestles</b>			
• Per day	28.00 👍	28.00 👍	T502
• Per week	71.00 👍	71.00 👍	T503
<b>Stall holders Permit</b>			
• Per day	39.00 👍	39.00 👍	T504
• Per day – concession rate non profit organisations	28.00 👍	28.00 👍	T505
Entertainment Buskers per day <i>Note: Permit is now issued on a <u>daily</u> basis.</i>	3.50 per day 👍	3.50 per day 👍	T506
Access to Power in Public Place • Per day	<b>51.00</b>	<b>51.00</b>	T507

👍 = Item is exempt from GST per ATO Division 81.

33 Amounts in **BOLD** indicate GST is applicable and has been included

### MISCELLANEOUS PERMIT FEES

<b><u>Conduct Business in a Public Place – Per Day</u></b> (Includes stalls)	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Commercial Vendor	74.00 👍	74.00 👍	T547
Non profit Organisation	48.00 👍	48.00 👍	T548

<b><u>Filming in a Public Place – Per Day</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Commercial filming – half day	68.00 👍	70.00 👍	T547
Commercial filming – full day	137.00 👍	140.00 👍	T547

<b><u>Outdoor Dining</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Outdoor Dining (Non-licensed) - Within CBD per table per week	16.50 👍	16.50 👍	T549
Outdoor Dining (Non-licensed) - Outside CBD per table per week	9.50 👍	9.50 👍	T550
<b>Inside the CBD</b>			
Outdoor Dining (Licensed) – Within CBD Café	285.00/m2 👍	285.00/m2 👍	
Outdoor Dining (Licensed) – Within CBD licensed Hotel/Bar	336.00 /m2 👍	336.00 /m2 👍	
<b>Plus Outdoor Dining (Licensed Café and Hotel/Bar) Contribution for loss of car parking income:</b> Each on-street CBD parking bay removed as a result of outdoor dining within the CBD.	Zone A - \$2,550 per bay per annum Zone B - \$1,020 per bay per annum	Zone A - \$2,550 per bay per annum Zone B - \$1,020 per bay per annum	
<b>Outside the CBD</b>			
Outdoor Dining (Licensed) – Outside CBD Café	190.00 /m2 👍	190.00 /m2 👍	
Outdoor Dining (Licensed) – Outside CBD Hotel/Bar	224.00 /m2 👍	224.00 /m2 👍	
<b>Preparation of License &amp; Agreement Conditions</b> (See “Administration Fees” for full costings)			

👍 = Item is exempt from GST per ATO Division 81.

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34 Amounts in **BOLD** indicate GST is applicable and has been included

**MISCELLANEOUS PERMIT FEES (cont'd...)**

<b><u>Street Food Vending Permit</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Per day (single event)	41.00 ☺	41.00 ☺	T553
Per month	272.00 ☺	272.00 ☺	T554
Per Quarter	804.00 ☺	804.00 ☺	T555
Per Annum	3,314.00 ☺	3,314.00 ☺	T556

<b><u>Parking Exemption Permit (each)</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Conduct Works	1,720.00 ☺	1,720.00 ☺	T558
Delivery Vehicles – <i>See Note below</i>	1,720.00 ☺	1,720.00 ☺	T559
Media Permitted Parking Permit ( x 3 permits)	1,720.00 ☺	1,720.00 ☺	T559

<b><u>Tourist Coach Parking Permits</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Tourist Coach per Quarter	<b>564.00</b>	<b>564.00</b>	T546

<b><u>Temporary Parking Bay Hire for Construction/Service Repair Purposes</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Hire of Parking Bay – Temp for construction purposes - From 1 week (7 days) up to 3 calendar months – Per Week	<b>282.00</b>	<b>282.00</b>	T519
Hire of Parking Bay (work related purposes) – Daily Permit (maximum period issued up to one week)	<b>34.00</b>	<b>34.00</b>	T519

**Note.** *Parking Exemption Permit for Permitted Vehicle – This fee equates to \$6.88 per day over a 50 week period per annum (2 weeks subtracted for Public Holidays).*

☺ = Item is exempt from GST per ATO Division 81.



35 Amounts in **BOLD** indicate GST is applicable and has been included

**MISCELLANEOUS PERMIT FEES (cont'd...)**

**Mini Bus Locations**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Signage Costs (Payable on application, non-recurring)	<b>311.00</b>	<b>311.00</b>	T574

**Organised Commercial Recreational Activity  
in Open Space – Annual Permit Fee**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
1 to 3 Sessions per Week • Maximum of 20 Participants	545.00 🇺🇸	545.00 🇺🇸	T547
4+ Sessions per Week • Maximum of 20 Participants	815.00 🇺🇸	815.00 🇺🇸	T547
Commercial Segway Tours – Per Annum	1,000.00 🇺🇸	1,000.00 🇺🇸	T547

🇺🇸 = Item is exempt from GST per ATO Division 81.

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36 Amounts in **BOLD** indicate GST is applicable and has been included

**MISCELLANEOUS PERMIT FEES (cont'd...)**

<b><u>Miscellaneous Permit Fees</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Bin Rental per week	<b>98.00</b>	<b>98.00</b>	T576
Authorised Parking Zone			
• Per week	<b>32.00</b>	<b>32.00</b>	T577
• Per annum	<b>928.00</b>	<b>928.00</b>	T578
Street Parade Permit	41.00 👍	41.00 👍	T579
Handbill Poster Permit per day	20.00 👍	20.00 👍	T580
Road Closure - Events	41.00 👍	41.00 👍	T582
Release of Vehicle - From vehicle restricted area	<b>New Charge</b>	<b>120.00</b>	T242

**Note:**

*All permits, which require an inspection of site/area by Council officers, will be charged a fee at a rate of \$99.00 per inspection. If the work is not to the satisfaction of the Council officer, additional inspections may be required.*

*A security deposit will be charged. This deposit will be assessed by the Council officer and based upon the scope of the work involved. Inspection fee and other costs will be deducted from this deposit at the completion of the work.*

👍 = Item is exempt from GST per ATO Division 81.

37      Amounts in **BOLD** indicate GST is applicable and has been included

PARAP RECREATION FACILITY
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*The Parap Recreational Facility is fully occupied.*

*For casual hire of Council facilities at alternate venues refer to Pages 19-21 - Community Centre Charges.*

**Parap Recreational Facility**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Office Rental for the Parap Recreation Facility Building - per annum	<b>126/m<sup>2</sup></b>	<b>126/m<sup>2</sup></b>	T622

👉 = Item is exempt from GST per ATO Division 81.

38 Amounts in **BOLD** indicate GST is applicable and has been included

### PARKS

*Parks hire charge is based on the number of people expected to attend the function. Charges for additional levels of service (e.g. mowing, watering, cleaning, wear and tear) is subject to Council determination.*

#### **Charges for Commercial & Non- Commercial Use – per day**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Attendance less than 20 persons <ul style="list-style-type: none"> <li>Commercial</li> <li>Non-Commercial</li> </ul>	<b>121.00</b> <b>Free</b>	<b>121.00</b> <b>Free</b>	T660
Attendance 20 to 100 persons <ul style="list-style-type: none"> <li>Commercial</li> <li>Non-Commercial</li> </ul>	<b>255.00</b> <b>Free</b>	<b>255.00</b> <b>Free</b>	T661
Attendance greater than 100 persons <ul style="list-style-type: none"> <li>Commercial</li> <li>Non-Commercial</li> </ul>	<b>510.00</b> <b>102.00</b>	<b>510.00</b> <b>102.00</b>	T662
Access to Power – Commercial/Non-commercial	<b>51.00</b>	<b>51.00</b>	T663
Security Deposit - Commercial/Non-commercial <ul style="list-style-type: none"> <li>Major event</li> </ul>	1,020.00 🇺🇸	1,020.00 🇺🇸	T413

#### **Council Rates for Clearing Away Rubbish**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Standard business hours Monday to Friday excluding public holidays 7:30AM – 4:00PM per person/hr (min 4 hours)	<b>44.00</b>	<b>44.00</b>	T666
After hours including weekends & public holidays per person/hr (min 4 hours)	<b>88.00</b>	<b>88.00</b>	T667

#### **Council Rates for After Hours Callouts**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Per person per hour (min 4hours)	<b>285.00</b>	<b>98.00</b>	T666

**Note:**

*Cost of use of electricity will be recovered at Cost to Council plus 15% + GST, subject to above minimum fee.*

🇺🇸 = Item is exempt from GST per ATO Division 81.

39      Amounts in **BOLD** indicate GST is applicable and has been included

PARKS (con't)

**Bicentennial Park – Civilian Memorial Wall**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Plaque production and mounting <ul style="list-style-type: none"><li>• Up to 6 lines of wording</li><li>• Additional wording in excess of 6 lines (per additional line)</li></ul>	<b>Actual Cost</b> <b>Actual Cost</b>	<b>Actual Cost</b> <b>Actual Cost</b>	T670

☞ = Item is exempt from GST per ATO Division 81.

40 Amounts in **BOLD** indicate GST is applicable and has been included

**PUBLIC SWIMMING POOLS**

<b><u>Council Operated Public Pools</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Public Sessions</b>			
• Adults (18 years & over)	<b>4.00</b>	<b>4.00</b>	
• Children (Secondary students will require photographic identification)	<b>2.00</b>	<b>2.00</b>	
• Carers accompanying a person with a disability	FREE	FREE	
• Children under 4 years (Must be supervised in the water by a paying adult)	FREE	FREE	
• Concession (Full time NT tertiary students, Commonwealth Health Care Card, Northern Territory Pensioner and Carer Card. Photographic ID must be presented)	<b>2.00</b>	<b>2.00</b>	
• Seniors Card Holders (Must present Seniors Card)	<b>3.40</b>	<b>3.40</b>	
• Family Concession 2 Adults / 2 children	<b>10.00</b>	<b>10.00</b>	
• School Swim Concession (per head Mon to Fri)	<b>1.50</b>	<b>1.50</b>	
• Spectators	FREE	FREE	
• Persons accompanying holders of a Northern Territory <i>Companion Card</i>	FREE	FREE	
<b>30 Swim Card</b>			
• Adult	<b>76.00</b>	<b>76.00</b>	
• Seniors Card Holders	<b>71.00</b>	<b>71.00</b>	
• Concession/Child	<b>38.00</b>	<b>38.00</b>	
<b>Yearly Ticket</b>			
• Adult	<b>380.00</b>	<b>380.00</b>	
• Seniors Card Holders	<b>344.00</b>	<b>344.00</b>	
• Concession/Child	<b>216.00</b>	<b>216.00</b>	
<b>Half Yearly Ticket</b>			
• Adult	<b>216.00</b>	<b>216.00</b>	
• Seniors Card Holders	<b>195.00</b>	<b>195.00</b>	
• Concession/Child	<b>116.00</b>	<b>116.00</b>	
<b>Swim Club (Sept – April) Ticket</b>			
• Adult	<b>300.00</b>	<b>300.00</b>	
• Seniors Card Holders	<b>265.00</b>	<b>265.00</b>	
• Concession/Child	<b>165.00</b>	<b>165.00</b>	
Commercial Pool Lane Hire Fee per lane/hour (Maximum of 4 lanes at a time. Applies in opening hours only and participants must pay entry fees.)	<b>15.00</b>	<b>15.00</b>	

☞ = Item is exempt from GST per ATO Division 81.

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41 Amounts in **BOLD** indicate GST is applicable and has been included

**PUBLIC SWIMMING POOLS (cont'd...)**

<b><u>General Hire</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Non Exclusive Use</b>			
During public opening hours. Monday to Friday per day.	<b>880.00</b>	<b>880.00</b>	
During public opening hours. Monday to Friday per hour.	<b>113.00</b>	<b>113.00</b>	
During public opening hours. Saturday, Sunday & Public Holidays per day.	<b>1,376.00</b>	<b>1,376.00</b>	
During public opening hours. Saturday, Sunday & Public Holidays per hour.	<b>157.00</b>	<b>157.00</b>	
Commercial use of pool grounds ONLY – per session up to 2 hours (no swimming).	<b>25.00</b>	<b>25.00</b>	
Risk Management Fee (after hours only) (This fee is for one-off events and is for individuals only. Cover will not be provided to any group, association or organisation.)	<b>45.00</b>	<b>45.00</b>	T694
Security Deposit	600.00 🇺🇸	600.00 🇺🇸	T413
<b>Exclusive Use</b>			
Outside public opening hours, (earliest booking time 5:30am, latest booking time 12:00 midnight) – per hour.	<b>130.00</b>	<b>130.00</b>	

<b><u>Water Sports Associations</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
(Any non-profit water sporting, school, life-saving or learn-to-swim organisation utilising the pool for aquatic activities (excluding social fund-raising events) other than those with specific agreements with Council.			
	<b>\$</b>	<b>\$</b>	
Water Sports Association per lane per hour (in opening hours only and participants must pay entry fees)	<b>8.00</b>	<b>8.00</b>	T688
Hire of Half of the Pool per hour.	<b>29.00</b>	<b>29.00</b>	T689
Any day during public opening times – Per hour or part thereof.	<b>80.00</b>	<b>80.00</b>	T690
Any day for any over-run on booked time per hour or part thereof.	<b>103.00</b>	<b>103.00</b>	T691
Non Public Hours – Whole pool per hour	<b>45.00</b>	<b>45.00</b>	T689

🇺🇸 = Item is exempt from GST per ATO Division 81.

42 Amounts in **BOLD** indicate GST is applicable and has been included

**PUBLIC SWIMMING POOLS (cont'd...)**

<b><u>Inflatable Pool Toy</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
For use of the inflatable pool toy, The Challenger. The pool toy is available at Casuarina Public Swimming Pool for individual use or group hire.			
	<b>\$</b>	<b>\$</b>	
Per child up to 2 hours when pool toy is available to the public.	<b>4.00</b>	<b>4.00</b>	
Party/Group hire per hour	<b>116.00</b>	<b>116.00</b>	

<b><u>Royal Life Saving Society</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
School swimming and water safety program – per student (includes lane hire)	<b>New Charge</b>	<b>1.85</b>	
Lane Use – Half the learners pool at Casuarina – per hour	<b>8.00</b>	<b>8.00</b>	

The above fees for the Royal Life Saving Society are inclusive of GST.

Note:

*Items in relation to Parap Pool will become applicable upon the pool reopening to the public following renovations.*

*Council public swimming pools fees and charges, allow concession entry fees for children, full-time NT secondary & tertiary students, and holders of a Commonwealth Health Care Card.*

*Council requires all people seeking concession entry fees to the public swimming pools to provide appropriate proof of eligibility, i.e. -*

- *A Commonwealth Health Care Card, or a Northern Territory Pensioner Concession Card.*
- *Seniors Card.*
- *Secondary school students will require photographic identification to access concessional entry rates. Student photographic identification can be purchased through schools.*
- *NT Tertiary students will require photographic student identification.*
- *Free entry for a person accompanying the holder of a Companion Card is restricted to one person unless otherwise negotiated with the Pools Manager.*

FOR CONDITIONS OF HIRE OF COUNCIL SWIMMING POOLS CONTACT POOL MANAGEMENT PARAP (89 812 662), CASUARINA (89 279 091), NIGHTCLIFF (89 851 682)

☞ = Item is exempt from GST per ATO Division 81.



43 Amounts in **BOLD** indicate GST is applicable and has been included

### REGULATORY SERVICES FEES & CHARGES

#### Long Grass (Untidy Allotments)

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Long Grass Clearance Costs	<b>Cost + 15%</b>	<b>Cost + 15 %</b>	T710
Long Grass Allotments Inspection	<b>288.00</b>	<b>288.00</b>	T711

#### Miscellaneous

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Loading Zone Permit	151.00 🇺🇸	151.00 🇺🇸	T721
General Permit Fee (various) Includes Horse and Carriage Tours Operated from The Mall. Weekly Permit Fee	20.00 🇺🇸	20.00 🇺🇸	T722
Shopping Trolley Release fee (left in public place)	131.00 🇺🇸	131.00 🇺🇸	T723
Vehicle Impounding Release fee for standard sized vehicle (e.g. sedan, s/wagon, van) that will fit on a standard sized tilt tray. If heavier tow vehicle is required for a larger vehicle (e.g. bus), price will be adjusted accordingly. Plus cost of any advertisement in NT News	357.00 🇺🇸 (plus advertising costs)	357.00 🇺🇸 (plus advertising costs)	T724
Impounded vehicle maintenance fee – Applied after expiration of 28 impounding days – Per day	New Charge	<b>5.00</b>	T725
Parking Permit for Totally & Permanently Incapacitated Soldier Association Members for 5 years	10.00	10.00 🇺🇸	T544
Parking Permit for Disabled Persons for 3 yrs (Renewal of existing Permit free of charge per Council Decision 18\4797 25/03/03.)	10.00 🇺🇸	10.00 🇺🇸	T544

🇺🇸 = Item is exempt from GST per ATO Division 81.

44 Amounts in **BOLD** indicate GST is applicable and has been included

### COURT COSTS

#### Complaint and Summons

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Motor Vehicle Registry (118) certificate (Proof of Ownership)	15.00 👍	15.00 👍	
Lodgement of the Complaint and Summons with the Court of Summary Jurisdiction	123.00 👍	123.00 👍	
Administration	<b>65.00</b>	<b>65.00</b>	

Other direct costs to Council determined as necessary.

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45 Amounts in **BOLD** indicate GST is applicable and has been included

**PRIVATE WORKS WITHIN ROAD RESERVE AND DEVELOPMENT**

<b>Works Within Road Reserve</b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
<i>Includes works permit approval and 1 inspection per week or part thereof</i>			
	<b>\$</b>	<b>\$</b>	
Residential works within verge/nature strip. No impact on pedestrians. Weekly rate. Includes skip bins, shipping containers, driveway replacement/alterations	73.00 🇺🇸	73.00 🇺🇸	T745
Works within verge or road pavement, no impact on road traffic. Day rate per location	97.00 🇺🇸	97.00 🇺🇸	T745
Works within verge or road pavement, no impact on road traffic. Weekly rate per location.	294.00 🇺🇸	294.00 🇺🇸	T745
Works within road pavement, full road closure. Day rate per location.	169.00 🇺🇸	169.00 🇺🇸	T745
Works within road pavement, partial road closure affecting traffic. Day rate per location	134.00 🇺🇸	134.00 🇺🇸	T745
Monthly permit for approved activities only – no road closure permitted	738.00 🇺🇸	738.00 🇺🇸	T745
Fenced or hoarding area <b>not</b> affecting pedestrian access. Per M <sup>2</sup> per week	4.00 🇺🇸	4.00 🇺🇸	T745
Fenced or hoarding area <b>not</b> affecting pedestrian access. Minimum weekly charge per M <sup>2</sup>	24.00 🇺🇸	24.00 🇺🇸	
Hoarding or fenced area within verge/naturestrip affecting pedestrian access. Per square metre, per week or part thereof.	<b>New Charge</b>	8.00 🇺🇸	T745
Min weekly charge per location/property (includes storage, crane erection, service works)	<b>New Charge</b>	48.00 🇺🇸	
Priority Permit Processing Fee Surcharge – 24-48 hour permit processing – only available on request. ( % of applicable Permit fee )	50% 🇺🇸	50% 🇺🇸	T745
Additional Inspection Fee – Per site visit	<b>72.00</b>	<b>72.00</b>	T745
Security Deposit – As assessed by Council Officer	Minimum \$2,000.00 or to Be Assessed 🇺🇸	Minimum \$2,000.00 or to Be Assessed 🇺🇸	T415

*Note: In addition to the above charges the applicant is liable for the hire of any parking bays at the current hire rate.*

*The applicant will also be responsible for the cost of erecting the appropriate signs.*

🇺🇸 = Item is exempt from GST per ATO Division 81.

46 Amounts in **BOLD** indicate GST is applicable and has been included

**PRIVATE WORKS WITHIN ROAD RESERVE AND DEVELOPMENT (cont'd...)**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Construction - Minimum Charge	<b>563.00</b>	<b>563.00</b>	T746
Asphalt 25mm – per square metre	<b>43.00</b>	<b>43.00</b>	T746
Asphalt 26-50mm – per square metre	<b>86.00</b>	<b>86.00</b>	T746
Asphalt 51 - 100mm – per square metre	<b>172.00</b>	<b>172.00</b>	T746
Concrete 75mm, plain, unreinforced – per square metre	<b>87.00</b>	<b>87.00</b>	T746
Concrete 75mm, exposed aggregate, unreinforced – per square metre	<b>100.00</b>	<b>100.00</b>	T746
Concrete 100mm, exposed aggregate or colour, reinforced – per square metre	<b>118.00</b>	<b>118.00</b>	T746
Concrete 100mm, plain, unreinforced – per square metre	<b>93.00</b>	<b>93.00</b>	T746
Concrete 100mm, plain, reinforced – per square metre	<b>116.00</b>	<b>116.00</b>	T746
Concrete 150mm, plain, reinforced – per square metre	<b>110.00</b>	<b>110.00</b>	T746
Concrete 150mm, exposed aggregate or colour, reinforced – per square metre	<b>127.00</b>	<b>127.00</b>	T746
Brick Paving – remove and/or relay existing/new (supplied – per square metre	<b>99.00</b>	<b>99.00</b>	T746
Concrete kerb/crossover – per lineal metre	<b>203.00</b>	<b>203.00</b>	T746
Kerb (and Gutter) – per lineal metre	<b>85.00</b>	<b>85.00</b>	T746
Concrete Invert – 600mm wide	<b>88.00</b>	<b>88.00</b>	T746
Concrete/asphalt demolition – per square metre	<b>135.00</b>	<b>135.00</b>	T746
Kerb (and gutter) demolition – per lineal metre	<b>120.00</b>	<b>120.00</b>	T746
Construction value over \$10,000 or outside scope of listed fees	<b>Per quote</b>	<b>Per quote</b>	T746

☞ = Item is exempt from GST per ATO Division 81.

47 Amounts in **BOLD** indicate GST is applicable and has been included

**PRIVATE WORKS WITHIN ROAD RESERVE AND DEVELOPMENT (cont'd...)**

<b><u>With Development Permit</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
Includes plan approvals, assessments and clearances. 2 inspections included	\$	\$	
Extensions and sheds/carports – for small additions to existing residential and commercial structures	93.00 👍	93.00 👍	T747
SD – Single Dwelling, MD – Multiple Dwelling up to 3 units, RR – Rural Residential, CP – Community Purposes	235.00 👍	235.00 👍	T747
MD – Multiple Dwelling 4 units or more	327.00 👍	327.00 👍	T747
MR – Medium Residential, CV – Caravan Parks, C – Commercial, TC – Tourist Commercial, LI – Light Industry, GI – General Industry, DV – Development, all other zones	398.00 👍	398.00 👍	T747
HR – High Density, CB – Central Business	755.00 👍	755.00 👍	T747
Subdivison/Consolidation – No construction	92.00 👍	92.00 👍	T747
Subdivision Plan Approval Fee (of the estimated value)	0.75% 👍	0.75% 👍	T747
Subdivision Handover Fee (Council Infrastructure)	0.75% 👍	0.75% 👍	T747

<b><u>Assessment and Approval – No Development Permit</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	\$	\$	
Plan Approval or Traffic Report Assessment, including in-principle	114.00 👍	114.00 👍	T747
Clearance Letter (includes 1 inspection)	92.00 👍	92.00 👍	T747
Additional Inspection	<b>72.00</b>	<b>72.00</b>	T747

👍 = Item is exempt from GST per ATO Division 81.

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48 Amounts in **BOLD** indicate GST is applicable and has been included

**PRIVATE WORKS WITHIN ROAD RESERVE AND DEVELOPMENT (cont'd...)**

<b><u>Use of Council Road Reserve (Commercial)</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>COD Code</b>
<i>Exclusive use of each section of the road reserve which lies between road intersections</i>	\$	\$	
Per 24 hour period for up to 100 linear metres (Minimum Charge)	<b>910.00</b>	<b>910.00</b>	T583
Per linear metre thereafter for areas in excess of 100 metres	<b>10.00</b>	<b>10.00</b>	T584

<b><u>Display Goods on Public Land (Commercial)</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
<i>Annual Fee</i>	\$	\$	
Per square metre	<b>55.00</b>	<b>55.00</b>	
Minimum Charge	<b>141.00</b>	<b>141.00</b>	

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49 Amounts in **BOLD** indicate GST is applicable and has been included

## SPORTING OVALS

### **Sporting Grounds, Ovals**

*Council's sporting ovals are allocated to Peak Sporting Organisations for seasonal and casual usage, in the first instance*

*Seasonal usage includes pre-season use and will be arranged so that any overlapping use, especially with regard to finals, is avoided. Seasonal charges are payable immediately at the beginning of each season.*

Wet Season: 1 October to 31 March  
Dry Season: 1 April to 30 September

### **Gardens Oval Building Hire**

*Including Hunter Harrison Grandstand office space/kiosk for rental/lease (per annum) – As determined by Council.*

#### **Gardens Oval Complex**

(for sporting use only)

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
<b><u>Special Events (Outside seasonal Usage)</u></b>	\$	\$	
Sporting Organisations Or Territory & National Championships - per day.	<b>510.00</b>	<b>510.00</b>	T850
Fund Raising / Community Events - per day	<b>943.00</b>	<b>261.00</b>	T851
Commercial Events (admission ticket charge @ 0.50 / head) per day.	<b>3,159.00</b>	<b>3,159.00</b>	T852
Gardens Oval One – Special Event Hire Cleaning, Security & Key Deposit	<b>917.00</b>	<b>950.00</b>	T413
<b><u>Seasonal User</u></b>			
• Seasonal Group Allocation	<b>2,242.00</b>	<b>2,242.00</b>	T874

#### **Sporting Ovals Signage**

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
<b><u>Boundary Fence Signage – Per Season</u></b>			
• Nightcliff Oval	<b>688.00</b>	<b>688.00</b>	T875
• Gardens Oval One	<b>688.00</b>	<b>688.00</b>	

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50 Amounts in **BOLD** indicate GST is applicable and has been included

**SPORTING OVALS (cont'd...)**

	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
<b>Gardens Oval One</b>			
<b>Seasonal Training &amp; Competition Allocations</b>	<b>\$</b>	<b>\$</b>	
<b>Training 1 Night per week</b>			
• Seniors	<b>433.00</b>	<b>433.00</b>	T856
• Juniors	<b>216.00</b>	<b>216.00</b>	
• Combined Seniors & Juniors	<b>652.00</b>	<b>652.00</b>	
<b>Multiple Training</b>			
• Seniors	<b>881.00</b>	<b>881.00</b>	T857
• Juniors	<b>440.00</b>	<b>440.00</b>	
• Combined Seniors & Juniors	<b>1,325.00</b>	<b>1,325.00</b>	
<b>Competition Use</b>			
• Seniors	<b>861.00</b>	<b>861.00</b>	
• Juniors	<b>430.00</b>	<b>430.00</b>	
• Combined Seniors & Juniors	<b>1,187.00</b>	<b>1,187.00</b>	
<b>Competition &amp; Training Use</b>			
• Seniors	<b>1,381.00</b>	<b>1,381.00</b>	
• Juniors	<b>690.00</b>	<b>690.00</b>	
• Combined Seniors & Juniors	<b>2,140.00</b>	<b>2,140.00</b>	

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51 Amounts in **BOLD** indicate GST is applicable and has been included

**SPORTING OVALS (cont'd...)**

<b>Gardens Two and Other Ovals Seasonal Training &amp; Competition Allocations</b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
<b>Training for 1 night per week</b>			
• Seniors	<b>408.00</b>	<b>408.00</b>	T862
• Juniors	<b>204.00</b>	<b>204.00</b>	T862
• Combined Seniors & Juniors	<b>601.00</b>	<b>601.00</b>	T863
<b>Multiple Training Use</b>			
• Seniors	<b>820.00</b>	<b>820.00</b>	T862
• Juniors	<b>410.00</b>	<b>410.00</b>	T864
• Combined Seniors & Juniors	<b>1,141.00</b>	<b>1,141.00</b>	T865
<b>Competition Use Only</b>			
• Seniors	<b>820.00</b>	<b>820.00</b>	T866
• Juniors	<b>410.00</b>	<b>410.00</b>	T866
• Combined Seniors & Juniors	<b>1,141.00</b>	<b>1,141.00</b>	T867
<b>Competition and Training use</b>			
• Seniors	<b>1,034.00</b>	<b>1,034.00</b>	T868
• Juniors	<b>517.00</b>	<b>517.00</b>	T868
• Combined Seniors & Juniors	<b>1,554.00</b>	<b>1,554.00</b>	T869
<b>Pre-Season</b>			
• 1 Night per week – up to 6 weeks	<b>143.00</b>	<b>143.00</b>	
• Multiple training – up to 6 weeks	<b>265.00</b>	<b>265.00</b>	
<b>Casual Hire</b>			
• Per Session up to 2 hours	<b>66.00</b>	<b>66.00</b>	T872
• Per Day	<b>92.00</b>	<b>92.00</b>	T873
<b>Oval Lighting - Malak Oval</b>			
• Per Hour	<b>16.00</b>	<b>16.00</b>	T663

☞ = Item is exempt from GST per ATO Division 81.

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52      Amounts in **BOLD** indicate GST is applicable and has been included

TENNIS COURTS
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- Parap – Free of Charge      🇺🇦
- Aralia Street – Free of Charge      🇺🇦
- Chrisp Street – Free of Charge      🇺🇦

*Tennis Courts are available for use by social players during daylight hours.*  
*No bookings required - all courts to operate on first come first served basis.*

TREES, SHRUBS
---------------

Valuation of stolen/damaged trees, shrubs as follows -

	2016/2017 Including GST	2017/2018 Including GST	CoD Code
	\$	\$	
Street trees & trees in parks	Current Value + GST	Current Value + GST	T980
Shrubs	Current Value + GST	Current Value + GST	T981
Palms, Cycads	Current Value + GST	Current Value + GST	T982
Unscheduled Tree Pruning or removal works on Council property – per hour	204.00	204.00	

### **Street Trees & Trees in Parks**

*Assessed at current local nursery prices + replacement cost and administration + 20% or where trees are mature an evaluation using Australian Draft Tree Evaluation Standard AAA*

### **Shrubs**

*Assessed at current local nursery prices + replacement cost and administration + 20% for each.*

### **Palms, Cycads**

*Assessed at current local nursery prices + replacement cost and administration + 20% for each.*

*In all cases GST will be added to the cost of replacement.*

☝ = Item is exempt from GST per ATO Division 81.

WASTE DISPOSAL – SHOAL BAY
----------------------------

<b><u>Domestic Access</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Access Tag - Domestic vehicles, including with trailer, up to 1 tonne capacity	Free	Free 👍	
Lost or misplaced domestic access tags	<b>20.00</b>	<b>20.00</b>	T113
No Access Tags - Domestic vehicles, including with trailer, up to 1 tonne capacity	<b>16.00</b>	<b>24.00</b>	
Annual Access Tag fee for non-Darwin and non- Waste Charge users	<b>72.00</b>	<b>80.00</b>	T114

<b><u>Commercial – Including non-domestic vehicles and waste</u></b>	<b>2016/2017 Including GST</b>	<b>2017/2018 Including GST</b>	<b>CoD Code</b>
	<b>\$</b>	<b>\$</b>	
Uncontaminated greenwaste (per tonne)	<b>55.00</b>	<b>64.00</b>	
Unshredded tyres (per tonne)	<b>268.00</b>	<b>500.00</b>	
Partially shredded tyres (per tonne)	<b>72.00</b>	<b>250.00</b>	
Commercial garbage (other vehicles per tonne)	<b>72.00</b>	<b>80.00</b>	
MINIMUM fee for Commercial vehicles	<b>20.00</b>	<b>24.00</b>	
Liquid Waste – Not accepted	Not accepted	Not accepted	
Car bodies (per body or part thereof)	Not accepted	Not accepted	
Special Waste (per tonne)	<b>178.00</b>	<b>188.00</b>	
MINIMUM fee for Special Waste	<b>178.00</b>	<b>94.00</b>	
Clean Fill (by arrangement)	Free 👍	Free 👍	
Recyclables (per tonne)	<b>212.00</b>	<b>234.00</b>	
MINIMUM fee for Recyclables	<b>64.00</b>	<b>71.00</b>	
Asbestos (per tonne)	<b>380.00</b>	<b>384.00</b>	
MINIMUM fee for Asbestos	<b>114.00</b>	<b>116.00</b>	
Concrete for crushing (within acceptance requirements) - per tonne	<b>28.80</b>	<b>33.00</b>	

👍 = Item is exempt from GST per ATO Division 81.

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☞ = Item is exempt from GST per ATO Division 81.

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☞ = Item is exempt from GST per ATO Division 81.

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👉 = Item is exempt from GST per ATO Division 81.

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ENCL: 1ST ORDINARY COUNCIL MEETING/OPEN AGENDA ITEM: 14.2  
NO

### CITY OF DARWIN TEDDY BEARS' PICNIC

REPORT No.: 17TC0029 JM:ph COMMON No.: 3519409 DATE: 16/05/2017

**Presenter:** Communication and Engagement Officer, Josie Matthiesson

**Approved:** Executive Manager, Mark Blackburn

### **PURPOSE**

The purpose of this report is to formalise Council's endorsement to sponsor the 2017 Teddy Bears' Picnic.

### **LINK TO STRATEGIC PLAN**

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**

2 Vibrant, Flexible and Tropical Lifestyle

#### **Outcome**

2.3 Increased sport, recreation and leisure experiences

#### **Key Strategies**

2.3.3 Promote and host family-orientated activities

### **KEY ISSUES**

- The Chairperson of the Darwin Festival sought Council's assistance to sponsor the 2017 Teddy Bears' picnic following the withdrawal of its major sponsor.
- City of Darwin recognised that this is a major event for young families, considered that this was an opportunity to bring the event back into the city and that it is consistent with one of Council's key goals - to activate the city.
- Funds are available in the 2017 Council Operating budget to meet the costs of the extraordinary request to sponsor this event.

### **RECOMMENDATIONS**

- A. THAT Report Number 17TC0029 JM:ph entitled City of Darwin Teddy Bears' Picnic, be received and noted.
- B. THAT Council allocate \$25,000 (cash) to the Darwin Festival for sponsorship of the 2017 Teddy Bears' Picnic.

PAGE: 2  
 REPORT NUMBER: 17TC0029 JM:ph  
 SUBJECT: CITY OF DARWIN TEDDY BEARS' PICNIC

---

## **BACKGROUND**

### **Save the Teddy Bears' Picnic**

*Common No. 3519409*

*DECISION NO.21\5334 (11/04/17)*

- A. *THAT the presentation from Mr Ian Kew in relation to 'Save the Teddy Bears' Picnic' be received and noted.*

*DECISION NO.21\5335 (11/04/17)*

- B. *THAT Council agree, in principle, to a one-off grant of \$25,000 for the 2017 Teddy Bears' Picnic, subject to a report to Council at the 1<sup>st</sup> Ordinary Council Meeting in May 2017 identifying the sources of funding.*

## **DISCUSSION**

The Chair of the Festival informed Council that over 3,000 families attended this popular event annually and that this was one of the most popular free events of the Darwin Festival.

The benefits of the sponsorship proposal presented to Council included:

- Continuation of a free major family event for over 3,000 families
- Vibrant activation of the Darwin CBD in bringing the picnic to Bicentennial Park
- Demonstrate support and activation for the CBD retailers
- Major event naming rights
- Early release television, radio and print marketing campaign

## **CONSULTATION PROCESS**

In preparing this report, the following Internal Parties were consulted:

- General Manager Corporate Services

The Chair of the Darwin Festival advised that he had consulted with the Darwin City and Waterfront Retailers Association and they were very supportive of bringing this Festival event to Bicentennial Park.

## **POLICY IMPLICATIONS**

This report is in keeping with the criteria and principles in the City of Darwin Policy No 065 - Sponsorship.

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 REPORT NUMBER: 17TC0029 JM:ph  
 SUBJECT: CITY OF DARWIN TEDDY BEARS' PICNIC

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### **BUDGET AND RESOURCE IMPLICATIONS**

City of Darwin is in the final year of the 3 year Sponsorship Agreement with the Darwin Festival (Expiry August 2017). This Agreement is \$120,000 cash and \$10,000 in kind.

The sponsorship for the Teddy Bears' Picnic is in addition to the current sponsorship Agreement with the Darwin Festival. Funds are available in the Sponsorship Contingency and Business and Economic Development operating budgets to meet the costs of the \$25,000 sponsorship for the 2017 Teddy Bears' Picnic.

### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

A formal Sponsorship Agreement will be signed for this event.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**JOSIE MATTHIESSON**  
**COMMUNICATION AND**  
**ENGAGEMENT OFFICER**

**MARK BLACKBURN**  
**EXECUTIVE MANAGER**

For enquiries, please contact Josie Matthiesson on 89300194 or email: [j.matthiesson@darwin.nt.gov.au](mailto:j.matthiesson@darwin.nt.gov.au).

ENCL: 1ST ORDINARY COUNCIL MEETING/OPEN AGENDA ITEM: 14.3  
NO

## NORTHERN AUSTRALIA CAPITAL CITY COMMITTEE

REPORT No.: 17A0031 LC:jg      COMMON No.: 1572294      DATE: 16/05/2017

**Presenter:**      **Manager Business Services, Liam Carroll**

**Approved:**      **General Manager Corporate Services, Diana Leeder**

### **PURPOSE**

The purpose of this report is to provide Council with outcomes of the first Northern Australia Capital City Committee (NACCC) meeting, held 31 March 2017, and seek a nomination for the Vibrant CBD Subcommittee.

### **LINK TO STRATEGIC PLAN**

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**

5.3.4      Encourage community participation by engaging, communicating and working in partnership with the community

### **KEY ISSUES**

- The Northern Australia Capital City Committee met on 31 March 2017 and the minutes are provided at **Attachment A**.
- The Vibrant CBD Subcommittee has been established.
- Draft Terms of Reference for the Vibrant CBD Subcommittee are provided at **Attachment B**.
- Council is invited to nominate an Elected Member to sit on the subcommittee.

PAGE: 2  
 REPORT NUMBER: 17A0031 LC:jg  
 SUBJECT: NORTHERN AUSTRALIA CAPITAL CITY COMMITTEE

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## **RECOMMENDATIONS**

- A. THAT Report Number 17A0031 LC:jg entitled Northern Australia Capital City Committee, be received and noted.
- B. THAT the draft Terms of Reference for the Vibrant CBD Subcommittee, provided as **Attachment B** to Report No. 17A0031 LC:jg entitled Northern Australia Capital City Committee, be received and noted.
- C. THAT Council nominate Alderman \_\_\_\_\_ as Council's representative to the Vibrant CBD Subcommittee.

## **BACKGROUND**

City of Darwin has played an active role in the re-establishment of the Northern Australia Capital City Committee.

## **DISCUSSION**

At the first meeting the committee decided to form a subcommittee to be called the Vibrant CBD Subcommittee, to further the issues raised through the Lord Mayor's summit last year.

The first meeting of the Vibrant CBD Subcommittee is scheduled for late May/early June 2017.

Council has been asked to nominate one Elected Member to sit on the new committee as a Council representative.

Minutes from the NACCC meeting held 31 March 2017 are included as **Attachment A**.

Draft Terms of Reference for the Vibrant CBD Subcommittee are at **Attachment B**.

## **CONSULTATION PROCESS**

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

- Executive Manager

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

Nil



PAGE: 3  
 REPORT NUMBER: 17A0031 LC:jg  
 SUBJECT: NORTHERN AUSTRALIA CAPITAL CITY COMMITTEE

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### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Nil

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**LIAM CARROLL**  
**MANAGER BUSINESS**  
**SERVICES**

**DIANA LEEDER**  
**GENERAL MANAGER**  
**CORPORATE SERVICES**

For enquiries, please contact Liam Carroll on 8930 0559 or email:  
 l.carroll@darwin.nt.gov.au.

### **Attachments:**

**Attachment A:** Minutes from NACCC Meeting, held 31 March 2017

**Attachment B:** Vibrant CBD Subcommittee – Draft Terms of Reference

## Minutes

### Northern Australia Capital Cities Committee

Friday 31 March 2017

2:00pm to 4:00pm

Chief Ministers Conference Room, Level 5, Parliament House

#### Attendees:

HON MICHAEL GUNNER	CM (CHAIR)	MG
THE RIGHT WORSHIPFUL THE LORD MAYOR OF DARWIN		
KATRINA FONG LIM	LM DCC (CHAIR)	KF
MRS JODIE RYAN	NTG CEO	JR
MR BRENDAN DOWD	DCC CEO	BD
MRS BRIDGETTE BELLENGER	RN	BB

#### Minutes:

##### 2.0 NACCC DRAFT CHARTER

The Committee agreed to the Charter and requested a ceremonial signing of the NAAC charter document along with a communique to publicise the event.

Note that the committee agreed to Northern Australia Capital City Committee (NACCC) remaining the naming convention

##### 3.0 MEMBERSHIP & SUBCOMMITTEES

The NACC has agreed to three subcommittees – City Deal Group, Vibrant CBD and Public Places Collaboration Group. The Vibrant CBD Subcommittee is made up of key business and industry players that can contribute to key projects and activities in the CBD. Larrakia representation was also seen as important given the CBD sits on Larrakia land and they have a leadership role.

The Chief Minister reiterated that he is very interested in events and activation of the CBD and there are a number of examples of projects that have made a difference elsewhere that we are looking at.

An additional subcommittee will be the Public Places Collaboration Group to ensure that concentrated effort around CBD safety activities are heard at the highest levels across both tiers of Government. The City Deal Group will involve a report back on progress of the City Deal project.

- NACCC will be an avenue for the subcommittees to report back, highlight and discuss key issues and seek direction on activities/projects.
- The NACCC agreed to look at things that we can do immediately and then how do we take projects forward that may need a social license – will seek public discussion and input.

Agreed membership for the Vibrant CBD Group as per Option One with the following changes –

- Invite both the Larrakia Nation and Development Corporation to join the Vibrant CBD sub committee
- Have the Public Places Services Collaboration Group as a third sub committee
- Have an early meeting with the Vibrant CBD Group to show commitment to the sub committee
- No specific funding for sub committees and all activities/proposals will be judged on merit
- Letters inviting members to join subcommittees to be jointly signed by the Chief Minister and the Lord Mayor

#### **4.0 NACCC REVITALISE CBD GROUP**

Organise a joint CPTED for the CBD with agreement around roles and responsibilities including identifying possible actions for landlords

#### **5.0 DARWIN CITY DEAL WORKING GROUP**

The City of Darwin will write a letter to the Prime Minister supporting the signing of the MOU.

MOU has been signed by the CM and is currently with the Office of the Prime Minister. The newly formed Darwin Major Business Group have recently presented a list of projects to the Chief Minister which reflects on the work already underway in the City Deal process. Discussion around how good it is that people are motivated and see similar opportunities with the Deal.

Next steps for City Deals include a stakeholder workshop (CDU, NTG and CoD) to finalise the narrative and projects that will go forward. The heat mitigation study is a key project and will be one of those things that people may not recognise the importance of until later.

The CDU have recently engaged in the City Deals project more fully and are actively seeking ways that they can bring some of their campus's and student accommodation into the CBD. The City Deal may support the University in funding to centralise some learning and accommodation projects. It is possible and probably preferred that if new infrastructure is built such as art galleries, museums and justice – that thought be given to including a dedicated CDU learning space – connecting learning to practical application.

City Deals is on track and moving forward.

## 6.0 **ANTI-SOCIAL BEHAVIOUR IN THE CBD**

The Lord Mayor presented a paper on Anti-Social issues in the CBD.

The Lord Mayor outlined some of the feedback and challenges they face in this area. The Chief Minister reported broadly and confidentially on activities the NTG are progressing noting that some of the larger projects will take time to deliver.

The NACCC discussed and agreed to a joint CPTED that would identify actions the NTG and CoD can deliver on, and separately highlight areas where landlords are responsible and could take more action.

Discussions covered around the need for more or brighter lighting (LED), 281 liquor licences across Darwin – supply of alcohol is a key issue, and a range of practises both policy and program by all levels of government that has led to more people sleeping rough and exhibiting anti-social behaviour in Darwin. Discussion on sobering up shelters and options around services.

DCM to set up a joint meeting of NTG and CoD key personnel to discuss activities and progress in the anti-social space. This group will work toward concentrated effort and joint messaging across Government and City of Darwin. The group will also provide input through the Public Places Services Collaboration Group.

A report back to City of Darwin elected members will be organised at a future date.

## 7.0 **OTHER BUSINESS**

Nil

# Vibrant CBD Sub-Committee

## Terms of Reference

### BACKGROUND

In March 2017 the Chief Minister and the Lord Mayor agreed to re-form the North Australia Capital City Committee (NACCC).

At their first meeting the Chief Minister and the Lord Mayor agreed, as a priority, to establish the Vibrant CBD Sub-Committee (VCSC) to provide direct advice to the NACCC.

### PURPOSE

The Vibrant CBD Sub-Committee will work collaboratively to provide advice on strategy and implementation to the NACCC in relation to matters which will activate the city centre and enhance the attraction, resilience, and liveability of Darwin, creating a smart city which is a gateway to the north.

It is proposed that the Vibrant CBD Sub-Committee will also have a key role in the development of a Darwin City Deal.

### MEMBERSHIP

- Assistant Minister for a Vibrant CBD, the Hon Paul Kirby MLA
- City of Darwin Alderman
- Tourism Top End
- Property Council of Australia – NT
- Chamber of Commerce NT
- Darwin City Waterfront & Retailers Association
- Australian Hotels Association – NT
- Darwin Waterfront Corporation
- Darwin Major Business Group
- Larrakia Nation
- Larrakia Development Corporation

The Chair to be elected from within VCSC

### OBSERVERS

City of Darwin Officers  
Department of the Chief Minister Officers

### SCOPE

Darwin CBD from the Darwin Waterfront to Cullen Bay.

### FREQUENCY

At least once every three months

### SECRETARIAT

City of Darwin

### REVIEW

April 2018

ENCL: 1ST ORDINARY COUNCIL MEETING/OPEN AGENDA ITEM: 14.4  
YES

## REVIEW DRAFT COMMUNITY ENGAGEMENT POLICY

REPORT No.: 17C0013 SJ:am COMMON No.: 1612461 DATE: 16/05/2017

**Presenter:** Senior Community Engagement Officer, Sheree Jeeves

**Approved:** General Manager Community & Cultural Services, Anna Malgorzewicz

### PURPOSE

The purpose of this report is to present to Council a reviewed and updated draft Policy 025 Community Engagement.

### LINK TO STRATEGIC PLAN

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**

5.3.4 Encourage community participation by engaging, communicating and working in partnership with the community

### KEY ISSUES

- City of Darwin Policy No. 025 - Community Consultation has been reviewed and updated and is presented to Council for endorsement for community consultation.

### RECOMMENDATIONS

- THAT Report Number 17C0013 SJ:kl entitled Review Draft Community Engagement Policy, be received and noted.
- THAT Council endorse the Draft Policy No. 025 - Community Engagement as contained at **Attachment A** to Report Number 17C0013 SJ:kl entitled Review Draft Community Engagement Policy for community engagement at the level of consult.

PAGE: 2  
 REPORT NUMBER: 17C0013 SJ:kl  
 SUBJECT: REVIEW DRAFT COMMUNITY ENGAGEMENT POLICY

---

## **BACKGROUND**

### **PREVIOUS DECISIONS**

*DECISION NO.20\4281 (16/08/11)*

#### **Community Consultation Policy**

*Report No. 11TC0047 MB:as (16/08/11) Common No. 1612461*

- A. *THAT Report Number 11TC0047 MB:as entitled Community Consultation Policy, be received and noted.*
- B. *THAT Council rescinds Council Policy 025, dated 23/02/10.*
- C. *THAT Council adopts the Council Policy 025 Community Consultation Policy, as amended to reinforce the role of Elected Members, contained in **Attachment B** to report number 11TC0047 MB:as.*

The current Policy 025 Community Consultation (**Attachment B**) was endorsed in August 2011 and is due for review. Since 2011 there has been a change in the language used from 'community consultation' to 'community engagement'. Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (*International Association of Public Participation, 2014*).

The practice of community engagement requires a clearly defined purpose and a planned process which includes identifying the appropriate level of engagement, methods and tools to achieve the purpose of the project. 'Community consultation' is one of the levels of engagement that may be used in a community engagement process. The 'consultation' level is typically used to present a concept or proposal to the community and seek their feedback on the idea. A community engagement process can incorporate a number of levels from informing to consulting to involving (the levels are described further in the policy). Therefore, the policy name and language throughout the updated policy has been changed from community consultation to community engagement.

## **DISCUSSION**

Community engagement and public participation have been a legal expectation of government agencies in Australia since the 1970s. Since then, government agencies have been working to meet their legal obligations and the social expectations of communities, as well as harness the benefits that can be provided through community engagement.

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### **Benefits of Community Engagement:**

- Allows community to have a say (basic democratic right)
- Improves decision making processes by providing Council a wider source of expertise, perspectives, and ideas
- Greater understanding of community expectations for services and policies
- Some problems and opportunities are so complex that we need the community to be part of finding a way forward
- It builds trust with the community and improves organisation's reputation
- It can save money – good community engagement requires time and money, but poor engagement can cost a lot more
- Mitigate or reduces project risk factors
- Creates greater ownership and support of projects by the community
- Improves community understanding of issues behind decision making processes and the related constraints or opportunities

The importance and practice of community engagement needs to be embedded across the organisation to achieve the greatest benefit. The Community Engagement Policy provides a consistent approach to community engagement and includes principles and levels of engagement that will underpin our processes.

### **Policy Review and Update**

The following steps have informed the review and update of the Policy:

- Literature review
- Council Workshop
- Staff consultation
- Presented to ELT

Next steps

- Present to Council
- Community consultation
- Final Council endorsement

The 'Levels of Engagement' have changed in the updated policy to add in a fourth level of 'discuss'. We are often delivering community engagement on projects that require more than 'informing' but we aren't 'consulting'. An example of this is the 'Smith St Shared Zone' project. The project was going ahead but we didn't just 'inform', we held a lot of meetings with stakeholders to ensure they understood the project, and we worked together to work out the best way for construction to occur with minimal impact. It also allowed them to inform us of any relevant factors that needed to be considered.

### **Staff consultation**



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Consultation has occurred with staff and their views and suggestions have been considered and used to inform the policy. The staff consultation was also used to gain input from staff which will inform a Community Engagement Toolkit. This Toolkit will be developed to support all staff with understanding and delivery of community engagement.

### **Community Engagement Process**

Pending Council endorsement a community engagement process will be undertaken on the Draft Policy at the level of consult. The Draft Policy will be presented to the community to seek their views and feedback. The consultation period will be for three weeks and the tools and methods to be used include website, survey, resident mail out, stakeholder mail out and conversations, social media, flyers and networks. The feedback received will be considered and any relevant changes made to the policy before final endorsement by Council.

### **CONSULTATION PROCESS**

This report was considered by the Executive Leadership Team on 10 April 2017 and is now referred to Council for consideration.

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

- All staff

### **POLICY IMPLICATIONS**

Each Council Policy is required to be reviewed once in the term of each Council. The existing Policy No. 025 - Community Consultation was last reviewed in 2011 and will be superseded by the updated policy once the review is complete.

### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

This policy ensures a consistent and committed approach to community engagement. Community engagement supports informed decision making, positive community relationships and successful project delivery.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**SHEREE JEEVES**  
**SENIOR COMMUNITY**  
**ENGAGEMENT OFFICER**

**ANNA MALGORZEWICZ**  
**GENERAL MANAGER**  
**COMMUNITY & CULTURAL**  
**SERVICES**

For enquiries, please contact Sheree Jeeves on 89300197 or email:  
[s.jeeves@darwin.nt.gov.au](mailto:s.jeeves@darwin.nt.gov.au)

#### **Attachments:**

**Attachment A:** Draft City of Darwin Policy No. 025 - Community Engagement  
**Attachment B:** Current City of Darwin Policy No. 025 - Community Consultation

## Draft Policy



<b>Title:</b>	Community Engagement
<b>Policy No:</b>	025
<b>Adopted By:</b>	Council
<b>Next Review Date:</b>	Review Date
<b>Responsibility:</b>	General Manager Community & Cultural Services
<b>Document Number:</b>	(NUMBER TO BE ADDED BY MSO – REMOVE THIS TEXT)

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	20\4281	16/08/2011	Amendment Adopted
3			

## 1 Policy Summary

City of Darwin is committed to open, transparent and responsive community engagement. This policy will guide the delivery of community engagement processes across the organisation to better inform planning, decision making, policy development and service delivery.

## 2 Policy Objectives

The Community Engagement Policy aims to build the organisation's capacity to:

- Better serve the community by understanding and valuing their needs, aspirations and knowledge
- Deliver efficient and effective outcomes for the community through better, more informed planning, policy development and decision making
- Build trust and positive relationships with the community and stakeholders

## 3 Background

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (*International Association of Public Participation, 2014*).

Council is committed to engaging with the community to inform effective planning, policy development and decision making processes to best serve the Darwin community.

## 4 Policy Statement

A core principle of good governance is involving the community in decision making. City of Darwin is committed to engaging with the community to provide the opportunity for input and understanding of decision making processes, policy development and service delivery. Council values the involvement of the community to deliver better outcomes for the community.

<b>Why will we engage?</b>	To build positive relationships with our stakeholders and community and seek their input to improve our decision making and deliver better services to the community.
<b>When will we engage?</b>	We will work to embed an organisational culture of Community Engagement. Engagement is important when our decisions or activities impact on the community and when community input can improve our decisions, policy and services.
<b>How will we engage?</b>	Our level and methods of engagement will vary according to the decision, program or activity and the purpose of the engagement.

## Principles

The following principles will underpin City of Darwin community engagement:

**Open, honest and transparent:** be open, honest and transparent about the process, what can be achieved and how decisions will be made.

**Listen and be responsive:** commitment to listen to the community, take on board feedback and use accordingly.

**Clarity:** ensure clarity of goals, purpose, and what the community and stakeholders can have influence over.

**Timely:** engage with people at the appropriate time, take the time that is required, and work within timeframes.

**Good communication:** provide all the information required for the community to provide feedback that's relevant and informed.

**Inclusive, accessible and equitable:** provide opportunities for everyone to participate and ensure all views are respected.

**Accountable:** provide feedback on the outcomes of the consultation and how the community's input influenced decisions.

**Impartial and objective:** ensure the engagement process is delivered with an impartial view of the desired outcome or decision.

**Professional and reputable:** deliver the engagement process professionally supported by trained people.

## Levels of Engagement

Council acknowledges that people don't want to be engaged on everything. Generally, a person's expectation of engagement increases with the level of impact it has on them. While it's important to provide people with input to important decisions it's also just as important not to waste their time on issues that are trivial, irrelevant or that they have no influence over. The level of community engagement undertaken will relate to the nature, complexity and impact of the issue, plan or strategy.

The following engagement levels are designed to suit varying engagement requirements and provide the community with an understanding of what to expect from each level of engagement. Throughout a community engagement process these levels will often complement and overlap each other.

Level	Inform (tell)	Discuss (create understanding)	Consult (ask)	Involve (work together)
<b>What it means</b>	One way – provides information	Two way – creates shared understanding. Work with community and stakeholders to explain and implement a decision to get the best possible outcome for all involved.	Listen to understand and learn from local knowledge. Obtaining feedback on different options, plans or proposals.	Involving people and working together to understand all needs and concerns. Work with the community in the development of options, solutions and plans.
<b>When to use</b>	<ul style="list-style-type: none"> <li>• When a routine decision has been made</li> <li>• Opposition is unlikely</li> <li>• There is no opportunity to influence the outcome</li> </ul>	<ul style="list-style-type: none"> <li>• When a decision has been made but work with community/stakeholders to explain and ensure the best delivery of the decision</li> <li>• To understand and resolve any impacts of the delivery of a decision or project</li> </ul>	<ul style="list-style-type: none"> <li>• Before making a decision, to understand and learn</li> <li>• When final decisions are being shaped</li> </ul>	<ul style="list-style-type: none"> <li>• Before a complex or important decision is made</li> <li>• When a collaborative approach will get the best outcomes</li> <li>• There is a high level of interest</li> </ul>
<b>Timeframe</b>	Recommended minimum 1 week	Minimum 2 weeks	Minimum 3 weeks	Minimum 6 weeks

The planning and design of community engagement processes will consider the appropriate timing, reach, methods and materials based on the goals and objectives of the process. This policy will be supported by a Community Engagement Toolkit which will include a procedure, stakeholder register, engagement methods, templates and evaluation requirements to support a consistent approach to community engagement across the organisation.

In circumstances where the level of involvement requires members of the public to make submissions to Council, all submissions received will be regarded as public information and available for general access unless the writer specifically requests that they want their personal details to be suppressed.

## 5 Legislation, terminology and references

Local Government Act

IAP2 Australasia, 2014, Engagement Essentials, Australia

City of Darwin is a corporate member of the International Association for Public Participation (IAP2) and this policy has been informed by its public participation processes.

'Levels of Engagement' is based on a model by Jane Munday. See also the IAP2 Public Participation Spectrum.

## 6 Implementation and delegation

The City of Darwin Elected Members and staff will adopt the following roles and responsibilities to ensure that the Community Engagement Policy is implemented.

Elected Members will as stated by the *Local Government Act*:

- Represent the interests of all residents and ratepayers of the council area
- Facilitate communication between the members of the council's constituency and the council

The Chief Executive Officer will:

- Provide leadership to further embed an organisational culture of Community Engagement
- Advocate and be a spokesperson for good practice engagement

General/Executive Managers will:

- Lead their Department to further embed a culture of Community Engagement
- Appropriately resource Community Engagement projects

## 7 Evaluation and review

This Policy will be reviewed once during the term of Council.

**Current Policy****Policy**

Title: Community Consultation Policy  
 Policy No: 025  
 Adopted By: Council  
 Next Review Date: 16/08/2015  
 Responsibility: Chief Executive Officer  
 Document Number: 2119800

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	20\4281	16/08/2011	Amendment Adopted
3			
4			

**1 Policy Summary**

Community consultation allows Council access to wider sources of information, points of view and potential solutions. It gives the community a better understanding of the issues behind the decision making process and the related constraints or opportunities that exist.

City of Darwin has a standing commitment to effectively consult with its community. Council's Community Consultation Policy is executed through communication, awareness, participation and inclusion.

The level of community consultation undertaken relates directly to the nature, complexity and impact of the issue, plan or strategy.

This Policy provides the framework for community involvement in Council's planning and decision making.

**2 Policy Objectives**

Council aims to:

- Provide good governance by supporting and establishing open, equitable, and purposeful consultation with the community;
- Encourage active community participation by encouraging involvement and inclusion.
- Provide a framework for community involvement in Council planning and decision making; and

- Promote Council decision making which is open transparent, responsive and accountable to the community.

### **3 Background**

City of Darwin is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the Council and the community.

Elected members maintain a close contact with the community, and keep Council informed of real experiences and views of residents within the municipality.

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.

Community consultation complements, but does not replace, the decision making role of Council.

### **4 Policy Statement**

This Policy has been informed by the International Association for Public Participation (IAP2) products for public participation processes.

City of Darwin recognises that community consultation and participation processes are a vital part of local democracy. Effective consultation is critical to good governance.

Council is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between Council and the community.

Community consultation is a two-way process, providing opportunities to clarify information, raise issues, discuss ideas, options and views.

Consultation processes identified in this Policy should be seen as complementing any prescribed statutory requirements.

In circumstances where the level of involvement requires members of the public to make submissions to Council, all submissions received will be regarded as public information and available for general access unless the writer specifically requests that they want their personal details to be suppressed.

### **5 The Principles**

The City of Darwin Community Consultation Policy is underpinned by the following principles:



- The community will be involved in and informed about key decisions that may affect them.
- Consultation will be structured to maintain a focus on the issue/s being addressed.
- The Council will identify potential stakeholders in each specific circumstance.
- The Council will ensure information is easily understood and accessible to identified stakeholders, and will include contact details for obtaining further information in all communications.
- A range of appropriate opportunities will be provided for people to access information and to be involved, taking account of barriers due to language, disability or cultural issues.
- The Council will listen to community views and take into account all submissions made by various stakeholders
- The best interests of the community will prevail over the individual or vested interests.
- The Council's desire to balance community views and interests with other influences such as budgetary constraints.

## 6 Consultation Categories

The Community Consultation Policy specifies three levels designed to suit all consultation requirements, ranging from the most basic public notification, to seeking input on a major project or issue of communitywide significance.

Most important however is the realisation that each participation level involves a promise made to the public.

- **Level 1** – we will keep you informed.
- **Level 2** – we will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.
- **Level 3** – we will work to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how the public influenced the decision.

Where there is no statutory requirement for consultation, selection of the appropriate level will determine the resources to be allocated for consultation.

A certain degree of flexibility is required to suit the community consultation for specific situations. While setting out minimum standards, each activity level reflects this need by not being too prescriptive.

The applicant will meet the costs of any community consultation associated with the proposed commercial use or changes to a commercial use of any Council land or facility, excluding those permitted by other Council policies.

The following list indicates which level may apply for certain activities. Clearly, according to community interest and perception at the time, the appropriate level can change and so the following list indicates only which level is more likely to apply to certain activities. These are examples only and should not be regarded as comprehensive.

## EXAMPLES

Level 1 - inform	Level 2 - consult	Level 3 - participate
<i>Elected members</i> provide community leadership and guidance, and facilitate communication between the community and the council.	<i>Elected members</i> provide community leadership and guidance, and facilitate communication between the community and the council.	<i>Elected members</i> provide community leadership and guidance, and facilitate communication between the community and the council.
<b>City wide</b>	<b>City wide</b>	<b>City wide</b>
<ul style="list-style-type: none"> <li>Changes to dates, times and venues to Council and Committee meetings</li> <li>Changes to Council operating hours</li> <li>Temporary closure to Council facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Plan</li> <li>Major upgrade to Council facilities.</li> <li>Regional -Playground – installation / removal of equipment</li> <li>Permanent road closures</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Major Projects</li> <li>Review of representation, Council boundaries and amalgamation.</li> <li>By-laws</li> <li>Sale of Council facility</li> </ul>
Techniques - timeframe	Techniques - timeframe	Techniques -timeframe
<ul style="list-style-type: none"> <li>No minimum period required</li> <li>Compliance with statutory requirements (if any)</li> <li>Council's website</li> <li>Advertisement in local media</li> <li>A letter box drop may be done as well as, or instead of advertising.</li> <li>Social media tools</li> <li>Consider submissions made in response.</li> </ul>	<ul style="list-style-type: none"> <li>Allow a minimum three weeks for response</li> <li>Compliance with statutory requirements (if any)</li> <li>Council's website</li> <li>Advertisement in local media</li> <li>Media release,</li> <li>A letter box drop may be done as well as, or instead of press advertising.</li> <li>Public comment</li> <li>Focus groups</li> <li>Surveys</li> <li>Social media tools</li> <li>Copies of major reports/plans made available in the libraries and customer service areas.</li> <li>Report to Council summarising submissions for formal Council decision.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum six weeks response</li> <li>Compliance with statutory requirements (if any)</li> <li>Council's website</li> <li>Advertisement in local media</li> <li>Media release and/or briefings</li> <li>Newsletter articles and specific publication to all residents</li> <li>Workshops</li> <li>Focus groups</li> <li>Community Forums</li> <li>Displays/notice boards</li> <li>Surveys</li> <li>Social media tools</li> <li>Council publications</li> <li>Copies of major reports/plans made available in the libraries and customer service centres.</li> <li>Report to Council summarising submissions for formal Council decision.</li> </ul>

<b>Level 1 - inform</b>	<b>Level 2 - consult</b>	<b>Level 3 - participate</b>
<i><b>Elected members</b></i> provide community leadership and guidance, and facilitate communication between the community and the council.	<i><b>Elected members</b></i> provide community leadership and guidance, and facilitate communication between the community and the council.	<i><b>Elected members</b></i> provide community leadership and guidance, and facilitate communication between the community and the council.
<b>Neighbourhood</b>	<b>Neighbourhood</b>	<b>Neighbourhood</b>
<ul style="list-style-type: none"> <li>• Notice of works.</li> <li>• Change of parking restrictions.</li> <li>• Traffic management proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Local streetscape proposal.</li> <li>• Local Playground installation.</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting of sporting ovals.</li> <li>• Lighting of public spaces</li> </ul>
<b>Technique - timeframe</b>	<b>Technique -timeframe</b>	<b>Technique -timeframe</b>
<ul style="list-style-type: none"> <li>• Compliance with statutory requirements (if any).</li> <li>• Letter of advice to affected properties, or properties within 250m of site, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 weeks for response</li> <li>• Compliance with statutory requirements (if any).</li> <li>• Letter or survey to affected properties, or properties within 250m of site, as appropriate.</li> <li>• Copies of major reports/plans made available in the libraries and customer service areas.</li> <li>• Report to Council summarising submissions for formal Council decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 6 weeks for response</li> <li>• Compliance with statutory requirements (if any).</li> <li>• Letter or survey to affected properties, or properties within 500m of site, as appropriate.</li> <li>• Neighbourhood forums.</li> <li>• Copies of major reports/plans made available in the libraries and customer service areas.</li> <li>• Report to Council summarising submissions for formal Council decision.</li> </ul>

**City of Darwin's public consultation process will be complemented by:**

- Continued community participation on Advisory Committees.
- Elected members maintain a close contact with the community and keep Council informed of real experiences and views of residents within the municipality.
- Open forum public question times immediately prior to 2<sup>nd</sup> Ordinary Council Meeting.
- A mix of web based applications, public phone-ins (hotlines), questionnaires, social media and professional surveys, as appropriate.
- Information packages consisting of information sheets, brochures and pamphlets.

## **7 Legislation, terminology and references**

In a number of areas the Council is required to comply with specific legislative requirements – such as minimum periods, publication in the newspaper.

Consultation processes identified in this Policy should be seen as complementing any prescribed statutory requirements.

## **8 Implementation and delegation**

The Policy will apply to Council Elected Members, staff, contractors, and agents or consultants acting on behalf of the Council.

The Chief Executive Officer will be responsible for implementation of the Policy.

## **9 Evaluation and review**

This Policy will be reviewed once during the term of the Council.

ENCL: YES	1ST ORDINARY COUNCIL MEETING/OPEN	AGENDA ITEM: 14.5
REVIEW OF POLICY NO. 043 - MEETINGS, MEETING PROCEDURES AND COMMITTEES - GENERAL		
REPORT No.: 17TC0019 MB:ph	COMMON No.: 2221528	DATE: 16/05/2017

**Presenter:** Executive Manager, Mark Blackburn

**Approved:** Chief Executive Officer, Brendan Dowd

### **PURPOSE**

The purpose of this report is to provide Council with a review City of Darwin Policy No. 043 - Meetings, Meeting Procedures and Committees - General (Policy No. 043).

### **LINK TO STRATEGIC PLAN**

The issues addressed in this Report are in accordance with the following Goals/Strategies of the City of Darwin 2012 – 2016 as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':-

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.3 Good governance

#### **Key Strategies**

5.3.2 Display contemporary leadership and management practices

### **KEY ISSUES**

- Policy No. 043 is due for review by the 21<sup>st</sup> Council. The current policy is provided at **Attachment A** and includes the Addendum - Webcasting of Council Meetings.
- Suggested amendments to Policy No. 043 include:
  - Introduction of an annual ceremony for Welcome to Country, to be conducted by Larrakia Traditional Owner.
  - Review of Public Question Time.
  - Administrative amendments.
- **Attachment B** is the track changes version of the policy.
- **Attachment C** is the amended policy recommended for adoption by Council.
- **Attachment D** is the 21<sup>st</sup> Council Committee Booklet. This booklet is the attachment to Policy 043, updated administratively as required.

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## **RECOMMENDATIONS**

- A. THAT Report Number 17TC0019 MB:ph entitled Review of Policy No. 043 - Meetings, Meeting Procedures and Committees General, be received and noted.
- B. THAT Council rescind Policy No. 043 - *Meetings, Meeting Procedures and Committees - General*.
- C. THAT Council adopt the amended Policy No. 043 - *Meetings, Meeting Procedures and Committees* at **Attachment C** to Report Number 17TC0019 MB:ph entitled Review of Policy No. 043 - Meetings, Meeting Procedures and Committees General.

## **BACKGROUND**

### **PREVIOUS DECISIONS**

*DECISION NO.21\1411 (10/09/13)*

#### **Review of Council Policies**

*Report No. 13TC0053MB:js (10/09/13) Common No. 375173*

- A. *THAT Report Number 13TC0053MB:js entitled, Review of Council Policies, be received and noted.*
- B. *THAT Council endorse framework for the review of Council Policies through Standing Committees as outlined in **Attachment A** of Report Number 13TC0053MB:js entitled Review of Council Policies.*

In accordance with City of Darwin Policy No. 032 - Policy Framework, policies will be reviewed during each Council term, in line with any reviews to the Strategic Plan or when there is a change to circumstances or legislation.

A Special Council Workshop on Policy No. 043 - Meetings, Meeting Procedures and Committees General was held in April 2017.

## **DISCUSSION**

In reviewing Policy No. 043 the following key areas have been identified for amendment.

### **Indigenous Welcome to Country**

On 12 February 2008, an Indigenous ceremony of welcome took place before the official opening of the 42nd Parliament of Australia. The ceremony was led by Matilda House Williams—an elder of the Ngambri people, who have a traditional connection with the Canberra and Yass region. On 23 June 2010, in response to a

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House Procedure Committee review, the standing orders (written rules) were changed to formally include an Indigenous ceremony of welcome as part of the formal opening ceremony of each Parliament. An indigenous ceremony of welcome was held at the commencement of the 44th Parliament as part of the official opening, pursuant to House standing orders and a resolution of the Senate.

In 2016 and 2017 Council invited Larrakia elder Ms Bilawara Lee to conduct a Welcome to Country at the 1st Ordinary Council Meeting in February of each year.

It is recommended that Council formalise inclusion of an annual Indigenous Welcome to Country at the first Ordinary Council meeting of the calendar year.

### **Public Question Time**

To facilitate equitable access for all members of the public and for City of Darwin officers to be able to provide accurate answers to questions, it is recommended that the following amendments be made to the Public Question submission guidelines:

- The total length of questions (including any background information) should not exceed 100 words.
- No person may submit more than two questions at any one meeting.
- Questions may be taken on notice should the Chief Executive Officer seem that there would be insufficient time to provide a response. This is in line with Council's existing processes for Questions by Members at Ordinary Council Meetings.
- Clarification that, when questioners are given a brief period during Public Question Time to seek clarification on any points raised in the answer, that this is not an opportunity to debate or challenge the response.

There have been occasions when members of the community have forwarded public questions on Agenda Items for a 1st Ordinary Council Meeting. Currently Public Question Time is listed as a standing item for the 2nd Ordinary Council Meeting only.

It is recommended that Public Question Time be added to the agenda for 1<sup>st</sup> Ordinary Council Meetings.

This is in line with Public Question Time practices in other municipal councils, including City of Monash, City of South Perth and City of Parramatta.

### **Administrative Amendments**

Policy No. 043 requires administrative amendments to:

- update information that has changed with amendments to the Local Government Act in 2016
- remove references to the 21<sup>st</sup> Council and specific report numbers to make the policy more general
- remove reference to processes for electing Deputy Lord Mayor, as this is covered in City of Darwin Policy No. 015 - Deputy Lord Mayor



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- clarify meeting procedures
- remove duplication of Council/Committee procedures in Part D - Committee Meetings
- remove obsolete information

Some information in the policy has also been identified as duplicating that already available in the Darwin City Council By-laws and the Local Government Act and these sections will be updated.

### **CONSULTATION PROCESS**

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

- Elected Members
- Executive Leadership Team
- Committee Administrator

### **POLICY IMPLICATIONS**

Policy No.043 is being reviewed in line with the Policy Review by 21<sup>st</sup> Council.

### **BUDGET AND RESOURCE IMPLICATIONS**

The costs associated with the proposed suggestions contained within this report can be met within the Council operational budget.

### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Requirements dealing with Council, Committee meetings and procedures are contained within relevant provisions of the Local Government Act and Regulations.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**MARK BLACKBURN**  
**EXECUTIVE MANAGER**

**BRENDAN DOWD**  
**CHIEF EXECUTIVE OFFICER**

For enquiries, please contact Mark Blackburn on 8930 0516 email:  
[m.blackburn@darwin.nt.gov.au](mailto:m.blackburn@darwin.nt.gov.au)

#### **Attachments:**

- Attachment A:** *Current* Policy No 043 Meetings, Meeting Procedures and Committees General and Addendum (Webcasting Policy)
- Attachment B:** *Track Changes* Policy No 043 Meetings, Meeting Procedures and Committees General and Addendum (Webcasting Policy)
- Attachment C:** *Amended* Policy No 043 Meetings, Meeting Procedures and Committees General and Addendum (Webcasting Policy)
- Attachment D:** 21<sup>st</sup> Council Committee Booklet

# ATTACHMENT A

## policy

**Title:** Meetings, Meeting Procedures and Committees - General

**Policy No:** 043

**Adopted By:** Council

**Next Review Date:** 01/06/2013

**Responsibility:** Chief Executive Officer

**Document Number:** 21241992

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	Administrative amendment by CEO	01/09/2011	Adopted by Chief Officers Group
3	21\0009	16/04/2012	General amendment adopted by Council
4	21\1250	16/07/2013	Addendum to Policy – Webcasting of Council's Meetings
5	21\2207	27/05/2014	Amendment to electronic meeting attendance.
6	21/574	30/10/2012	Amended to remove Climate Change & Environment Advisory Committee

### 1 Policy Summary

This Policy addresses:

- The establishment of Committees, their terms of reference, composition and method of determining membership
- Annual Committee Membership
- Membership of External Bodies
- Order of Business at Meetings
- Requirements for Business Papers
- Meeting Procedures established in addition to those set forth in the Local Government Act and By laws for Council and Committee meetings.

## 2 Policy Objectives

The objective of this Policy is to provide a clear, transparent framework for the effective conduct of the business of the Council and for the governing of Council and Committee meetings.

## 3 Background

The Council is a body corporate. It makes its decisions at Council meetings and has chosen to appoint a number of Committees to more effectively manage the business of the City. Effective meetings are a fundamental requirement for good governance.

By establishing clear policies the Council seeks to provide a known, unambiguous, consistent and transparent framework for the conduct of Council and Committee meetings.

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.

## 4 Policy Statement

### **Part A – Establishment of Committees**

Pursuant to Part 5.2 of the Local Government Act 2008 the Council determines the nature of each of the types of Committees, as follows:

- i. A *Standing Committee* shall report to the Council on the various functions assigned to it and may, where a delegation exists, act in an executive nature on behalf of the Council. Membership shall be restricted to Members of the Council only.
- ii. A *Committee of the Whole* shall have executive powers pursuant to delegations, and shall consist of all Members of the Council.
- iii. A *Management Committee* shall be assigned functions and appropriate delegations to allow it to make decision on behalf of the Council.
- iv. An *Advisory Committee* shall provide advise to the Council on assigned functions and shall report to Council through a *Standing Committee*. Membership shall be drawn from Members of the Council, members of the public and Council staff.
- v. A *Community Committee* is advisory in nature. Membership shall be drawn from Members of Council and the community.

City of Darwin pursuant to Section 54 of the Local Government Act hereby assigns the functions and appoints the membership of the created Committees as set out in the following attachments to Report Number 12TC0020.

- A. THAT Council, pursuant to Part 5.2 of the Local Government Act 2008, establishes the following committees to be effective as of 16 April 2012:
- i. Standing Committees
    - a) Community & Cultural Services Committee
    - b) Corporate & Economic Development Committee
    - c) Environment & Infrastructure Committee
    - d) Administrative Review Committee
  - ii. Committee of the Whole
    - a) Town Planning Committee
  - iii. Advisory Committee
    - a) Arts and Cultural Development Committee
    - b) Bombing of Darwin and Military History Advisory Committee
    - c) CBD Parking Advisory Committee
    - d) Disability Advisory Committee
    - e) Risk Management and Audit Committee
    - f) Youth Advisory Group
  - iv. Community Committees
    - a) Ambon Sister City Community Committee
    - b) Anchorage Sister City Community Committee
    - c) Dili Sister City Community Committee
    - d) Kalymnos Sister City Community Committee
    - e) Haikou Sister City Community Committee
- B. THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2) (b) of the Local Government Act 2008 hereby delegates to the Community and Cultural Services Committee the power to make recommendations to Council and make decisions relating to Community and Cultural matters within the approved budget.
- C. THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008, hereby delegates to the Corporate and Economic Development Committee the power to make recommendations to Council and make decisions relating to Corporate and Economic Development matters within the approved budget.
- D. THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008 hereby delegates to the Environment & Infrastructure Committee the power to make recommendations to Council and make decisions relating to Environment & Infrastructure matters within the approved budget.

- E. THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008 hereby delegates to the Town Planning Committee the power to make decisions within the approved budget relating to:
- All Development Applications referred from the Development Consent Authority.
  - All Town Planning related matters referred from the NT Government.
  - Town Planning Strategy, Policies and Procedures.
  - Development Applications and Town Planning matters referred to Council from Developers, Community Groups and Individuals.
  - Signage Applications, Policies and Procedures.
  - Liquor Licence Applications.
- F. THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2) (b) of the Local Government Act 2008 hereby delegates to the Administrative Review Committee the power to make decisions pursuant to Section 229 (2) & (3) of the Local Government Act which are as follows:.
- S229 (2) The Administrative Review Committee may summarily reject an application for review if satisfied that the application is frivolous, vexatious or lacking in substance.
- S229 (3) The Administrative Review Committee:
- a) must (unless it rejects the application under subsection (2)) inquire into the matters raised by the application; and
  - b) must make a recommendation on the application to the council.

**Part B - Elected Members Committee Booklet**

Council adopts as policy the Elected Members Committee Booklet annually as contained in **Attachment A** which includes:

- Committees
- Membership
- Purpose
- Meeting Frequency
- Term of Appointments and Appointment Authority, and
- Delegations

## **Part C - Council Meetings**

### **Scheduling of Council and Committee Meetings**

The dates, times and places of all ordinary Council and Committee meetings will be determined bi-annually in advance at a November and May Ordinary Meeting of Council. The resolution will constitute notice of those scheduled meetings in compliance with Section 59 of the Local Government Act.

That in the year of General Council Elections, the Council shall review meeting dates and times at no later than the June or July meeting of the Council in that year.

The scheduled date or time of Council meetings may be changed in accordance with the following:

Ordinary Meetings of the Council will be scheduled for:

- the Tuesday of the week preceding the normal meeting times of the Corporate And Economic Development and Environment And Infrastructure Committees and;
- the last Tuesday of each month.

The scheduled date or time of any Ordinary Meeting of Council will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule, such as prior knowledge that a quorum will not exist. If not by Council resolution, or a request by the majority of Elected Members, a change will be approved by the Lord Mayor exercising discretion after consultation with a majority of Aldermen.

A fair decision in accordance with the information available will then be made by the Lord Mayor.

### **Business Papers**

The content of Council and Public Business Papers for Ordinary Council meetings will be as follows:

#### ***Ordinary Council Meetings***

- Elected Member Business Papers
  - the notice of the meeting;
  - the agenda;
  - the open Committee Reports (copy of full open minutes of each Committee);
  - the reports on any matters referred by a Committee to Council for a direct decision;
  - notices of motion;
  - the officers open reports;
  - the confidential Committee Reports (copy of full confidential minutes of each Committee); and

- the officers confidential reports.
- Public Business Papers
  - the notice of the meeting;
  - the agenda (excluding the confidential section);
  - the open Committee Reports (copy of full open minutes of each Committee);
  - the open reports on any matters referred by a Committee to Council for a direct decision;
  - open notices of motion; and
  - the officers open reports.

#### Availability of Business Papers

Council will make open Ordinary Council Meeting business papers available for the information of the media and public.

Copies of open Ordinary Council Meeting business papers and open Committee meeting business papers will be uploaded to the City of Darwin website and forwarded to the Customer Service Centre at the Civic Centre and Council's four public libraries on the Friday prior to the meetings. A minimum of three copies will be made available for the public gallery at the meetings.

#### Confidential Business Papers

In an endeavour to protect confidentiality and at the same time facilitate the administration of confidential matters, Council restricts the distribution of confidential Council business papers.

#### Procedure

- Normal 'Confidential' Council and Committee agenda, reports and minutes will be restricted to:
  - Lord Mayor
  - Aldermen
  - Chief Executive Officer
  - General Manager Infrastructure
  - General Manager Corporate Services
  - General Manager Community & Cultural Services
  - Executive Manager
  - Corporate Information Manager
  - Middle Managers
  - Departmental Secretaries
  - Managers Secretaries
  - Committee Administrator
  - Assistant Committee Administrator



- Highly sensitive confidential Council and Committee agendas, reports and minutes will be restricted to:
  - Lord Mayor
  - Aldermen
  - Chief Executive Officer
  - General Manager Infrastructure
  - General Manager Corporate Services
  - General Manager Community and Cultural Services
  - Executive Manager
  - Committee Administrator
  - Corporate Information Manager
- Highly sensitive confidential Council and Committee agendas, reports and minutes will be delivered in sealed envelopes.

#### Attendance by Members – Audio/Audiovisual

That pursuant to Section 61(4) of the Local Government Act 2008, the Council, with the prior permission of the Council, will allow Elected Members to attend Ordinary Council, Committee Meetings, Special Council meetings and Confidential Council workshops by means of an electronic conferencing system and will be recorded as present at a meeting.

Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.

Elected Members can be granted Electronic Meeting Attendance with a shorter period of notification should unforeseen circumstances arise.

#### Casting Vote by the Chair

This Policy is in accordance with Sections 61(6) of the Local Government Act 2008, for the purposes of allowing the Chair of Council Meetings to exercise a second or casting vote in the event that there is an equality of votes on a matter.

The Chair, by definition in accordance with Section 61 (1) of the Act, is the Chair of a meeting of a Council Meeting (not Committee's), being the Principal Member (Lord Mayor). If the Lord Mayor is absent, then the Deputy Principal Member (Deputy Lord Mayor). If the Deputy Lord Mayor is also absent, then an Acting Principal Member appointed to Chair the meeting.

That pursuant to Sections 61(6) of the Local Government Act 2008, it be a policy of the Council that the Chair of meetings of the Council shall have a second or casting vote where there is an equality of votes on a matter before the Council.

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Deputy Lord Mayor – Election

- A. THAT one of the 12 Alderman be elected as Deputy Lord Mayor for a period of four months with the intention being that each Alderman be given the opportunity to act for a period of four months, during the term of the 21<sup>st</sup> Council.
- B. THAT Council give consideration when voting on the position of Deputy Lord Mayor on whether or not voting be by secret ballot or by a show of hands in accordance with Section 61 of the Local Government Act.

*Procedure*

1. The Lord Mayor as Chairman of the Meeting will call for nominations for the position of Deputy Lord Mayor.
2. The person/s nominated must agree to the nomination/s.
3. If only one nomination is received, the person so nominated will be duly declared the elected Deputy Lord Mayor.
4. If two or more nominations are received, and Council agrees unanimously that a secret ballot be held, the following will proceed.
5. The Chief Executive Officer will hand blank pieces of paper to the Aldermen and the Lord Mayor for voting purposes.
6. The Lord Mayor and Aldermen may cast a vote in favour of one candidate only.
7. The voting papers will be counted by the Chief Executive Officer and if one candidate receives a greater number of votes than the other candidate, the Chief Executive Officer will advise the Lord Mayor who will announce the name of the elected Deputy Lord Mayor.
8. In the event of there being two nominations that each receive the same number of votes, eg six votes each, then the Lord Mayor will draw from a container, in which the names of the two nominees have been placed, and the name drawn first by the Lord Mayor will be the elected Deputy Lord Mayor.
9. If there are more than two nominations, a primary ballot or show of hands will be conducted. Two persons with the highest number of votes will then be the subject of a second ballot or show of hands to be conducted as outlined in 6 and 7 above.

10. In the event of it being an equal number of votes in any of the ballots referred to in 9 above, then the Lord Mayor will resolve the matter as outlined in 8 above.

Unless the members so direct, the Chief Executive Officer will not announce the number of votes cast in any secret ballot, except in the case of a tied vote.

### Election Process for Membership of Council's Standing Committees

The election process for membership of Councils Standing Committees will be as follows:

- A list of nominations will be called from Aldermen for the positions of members of the various Committees.
- Aldermen will be given the opportunity to change their nominations as members of one Committee in preference for another Committee.
- Any election necessary will be by show of hands or secret ballot if so decided unanimously by Council, and, unless directed otherwise by the Council, the Chief Executive Officer will not disclose the voting details, in the case of a secret ballot.
- If necessary, an election for membership for positions on the Committees will be held.
- Elections will be held in the following order: Community and Cultural Services Committee, Corporate & Economic Development Committee, Environment & Infrastructure Committee and other Committees in the order determined by the Council.
- In the event of there not being enough nominations to fill the positions on any Committee, those Aldermen nominated will be elected to that particular Committee with the remaining members being determined after the composition of the remaining Committees has been determined.
- The Lord Mayor and Aldermen, in voting for membership of a Committee will write down the names of candidates equivalent to the number of positions to be filled.
- In the event of there being six or less nominations for membership of a particular Committee, votes will be cast and the four Aldermen polling the greatest number of votes will be declared elected.

- In the event of there being more than six nominations for membership of a particular Committee, a primary ballot will be conducted. The six Aldermen with the highest number of votes will then be the subject of a second ballot. The four Aldermen with the highest number of votes will then be declared elected.
- In the event of a tied vote, the Lord Mayor, as Chairman, will draw the names of the nominees so tied from a container until the number of names so drawn is sufficient to resolve the tied situation with the names so drawn being the successful nominees.
- In the event of there being vacancies on any Committee following this process, such vacancies will be filled by resolution of the Council, taking account of the guidelines for composition of Committees.

#### Notice of Motion

Members may give written notice to the CEO by 10.00 am on the Thursday preceding the Council meeting of a motion proposed to be moved at the meeting. The CEO shall include the Notice of Motion on the agenda.

#### Order Of Business

The first Ordinary Council meeting in each month, is established for the purpose of:

- considering matters of Governance and Public Safety which require attention by the Council rather than a Committee;
- receiving delegations, briefings and representations from organisations and/or individuals that would require presentation to the full Council;
- strategic planning;
- dealing with other matters of urgency that would have otherwise required a special meeting.

*The **Order of Business at Ordinary Council Meetings** follows:*

<b>First Ordinary Meeting</b>
Acknowledgement of Country*
The Lords Prayer
<b>First Ordinary Meeting</b>
Apologies and Leave of Absence
Electronic Meeting Attendance
Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Matters of Public Importance
Deputations and Briefings
Confidential Items
Petitions
Notices of Motion
Officers Reports

<b>Second Ordinary Meeting</b>
Acknowledgement of Country*
The Lords Prayer
<b>Second Ordinary Meeting</b>
Apologies and Leave of Absence
Electronic Meeting Attendance
Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Matters of Public Importance
Deputations and Briefings
Public Question Time
Confidential Items
Petitions
Notices of Motion
Committee Reports <ul style="list-style-type: none"> <li>• Community &amp; Cultural Services</li> <li>• Corporate and Economic</li> <li>• Administration Review</li> <li>• Environment and Infrastructure</li> </ul>
Officers Reports

Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
<b><u>Confidential Order of Business</u></b>
Adjournment of the Meeting (Media Liaison)
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Deputations and Briefings
Notices of Motion
Officers Reports
Information Items and Correspondence Received
Moving of Confidential Decisions after Discussion
Moving of Confidential Decisions & Supporting

Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
<b><u>Confidential Order of Business</u></b>
Adjournment of the Meeting (Media Liaison)
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Deputations and Briefings
Notices of Motion
Committee Reports <ul style="list-style-type: none"> <li>• Community &amp; Cultural Services</li> <li>• Corporate and Economic</li> <li>• Administration Review</li> <li>• Environment and Infrastructure</li> </ul>
Officers Reports
Information Items and Correspondence Received
Moving of Confidential Decisions after Discussion
Moving of Confidential Decisions & Supporting

Documentation after Discussion
Questions by Members
General Business (Confidential)
Closure of Meeting

Documentation after Discussion
Questions by Members
General Business (Confidential)
Closure of Meeting

### Acknowledgment of Country

*We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.*

*We pay our respects to all Larrakia people both past and present.*

*We are committed to working together with the Larrakia to care for this land and sea for our shared future.*

### Apologies and Leave of Absence

- Single Meeting
    - A Member of the Council who becomes aware of a situation or circumstance that will prevent that member's attendance at a meeting should notify the Chief Executive Officer, Committee Administrator or other Council staff or another elected member to register their apology at the meeting.
  - Multiple Meetings
    - A member of the Council who is aware of circumstances that will prevent attendance at more than one meeting may:
      - Submit a written request for leave of absence with such request detailing the inclusive dates of the absence. The written requests will be included on the agenda or tabled at a meeting of the Council prior to the period of absence commencing.
- or
- Notify the Council's management or another elected member, of their absence on a meeting by meeting basis as for an apology for a single meeting.

NOTE: The Council has an expectation that, for a range of operational reasons, members will, wherever possible, seek leave of absence for multiple meetings in advance.

- Lord Mayor and Deputy Lord Mayor

- In order to comply with the Local Government Act and appoint an Acting Lord Mayor when it becomes known that both the Lord Mayor and the Deputy Lord Mayor will be unavailable, the Council shall be made aware of the known absence or other inability to perform the functions of Lord Mayor or Deputy Lord Mayor in sufficient time to enable the Council to consider and appoint an Alderman to be Acting Lord Mayor.

#### Matters Of Public Importance

Step 1 - Alderman identifies the matter and provides brief comment on why it should be admitted to the meeting.

Step 2 - Lord Mayor to call for a motion to admit the item and if carried normal meeting procedure and rules of debate will apply to a motion proposed by an Alderman to deal with the admitted item.

If the motion to admit is lost the matter shall not be discussed further at that meeting.

#### Public Question Time

A Public Question Time will be held within each 2<sup>nd</sup> Ordinary Council Meeting.

All questions to be asked at Public Question Time will be submitted in accordance with Council's Public Question form and procedure, available from all public libraries and reception areas of Council, unless otherwise provided in these procedures.

Public Question Time will occur prior to the reception of the committee reports and be not more than thirty (30) minutes duration.

A question (in the proper form) will be in the hands of the Chief Executive Officer by 12.00 noon on the last working day prior to the Ordinary Meeting at which the question is to be asked.

Questions will be forwarded upon receipt to the relevant department head for preparation of a response, and returned to the Chief Executive Officer no later than 10.00 am on the day of the meeting. Copies of questions and answers will be delivered to the relevant Committee Chairperson or Lord Mayor prior to the commencement of the meeting.

All questions will be read by the Chief Executive Officer and directed to the Lord Mayor who may answer the question or may direct the Chairperson of the relevant Committee, the Chief Executive Officer or a General Manager to answer, depending on the nature of the question.

The Chief Executive Officer may refuse to accept a question for the purpose of Public Question Time if:



- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential, or
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.
- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

In instances where the Chief Executive Officer refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.

The Lord Mayor may ask the Chairperson of the relevant committee to include the question as an item for discussion at the next relevant committee meeting if a satisfactory answer cannot be provided at the Ordinary Meeting.

All persons submitting questions will be entitled to have one question only answered until all other persons submitting questions have had one question answered. Additional questions may be permitted but always so as to maintain equality amongst questioners as to number of questions answered where more than one question is asked by more than one person.

Upon the answer being provided, the questioner will be given a brief period in which to seek clarification on any points raised in the answer.

The Chief Executive Officer may accept public questions submitted by telephone in such circumstances as deemed appropriate by the Chief Executive Officer.

Public questions may be lodged with Council by facsimile machine, email or letter.

The person asking the question must be in attendance at Public Question Time for the question to be read out and for the answer to be given at the Ordinary Meeting otherwise the answer will be tabled as information and forwarded to the questioner by mail.

### Petitions

Petitions will be presented and dealt with in accordance with By Law 153.

### Notices of Motion

Notices of Motion which may include rescission motions or matters for consideration, of which Notice of Business has been given by a Member in accordance with By Law 151, will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

### Committee Reports

Each Committee Report will be taken separately and dealt with in accordance with the following procedure:

- The Committee Chairman will move the receipt and adoption of the Committee Report and give an up to 5 minute resume of the Committee's recommendations highlighting any particular items of interest.
- The Lord Mayor will call on individual Aldermen to nominate the particular item numbers he or she wishes to have withdrawn for consideration. This is to be done without comment or debate.
- The Lord Mayor will then put the receipt and adoption of the remaining Committee Recommendations to the vote and these are then taken as Carried by General Consent.
- The Lord Mayor, taking each withdrawn item in numerical order, will first invite a mover and seconder for the Committee's recommendation in the order that the status and integrity of such recommendation will be maintained.
- In the case of a new recommendation the Alderman is to write the motion out on the form provided and hand it to the Lord Mayor who will pass it on to the Committee Administrator.

### Officer's Reports

Officer's Reports referred to the meeting by the Lord Mayor or the Chief Executive Officer will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

### Representative's Reports

The Lord Mayor will invite each Alderman in turn to report to Council on any outside Committee or organisation on which the member represents Council. The reports will be confined to matters of substance which the member believes is of interest to Council and up to 5 minutes only will be allowed for reports in respect of each particular Committee or organisation.

### Questions by Members

To allow members to ask questions of each other and staff. No debate to be allowed on questions and members to appreciate that some detailed questions may need to be put on notice.

### General Business

The Lord Mayor will invite each Alderman in turn to introduce any General Business. The procedure will be that any general business must be introduced by the moving of a motion. The normal rules of debate will then apply with the motion only being discussed if seconded. Any questions on various matters should be asked outside of the meeting.

Matters to be raised in the General Business section at a Ordinary Council Meeting are to be limited to issues of a minor nature. Major issues are required to be presented by a Notice of Motion in accordance with By-Law No. 151 of the City of Darwin By-Laws. Issues raised purely for the information of Council or to seek reference to an appropriate Council committee may be raised under the General Business section of the meeting.

Where matters are raised by an elected member in General Business which do not result in a motion, these matters may be recorded if the Elected Member so requires.

Where matters can be handled by direct interface with Senior Council Officers, verbal requests, telephone contact, Action Sheets or committee meeting, requests should be handled in the appropriate manner and do not need to be raised in General Business.

### Meal Break

A meal break will be held at the conclusion of Ordinary Council Meetings or by no later than 8:00 pm.

### Closure of the Meeting to the Public

Resolution to close the meeting to the public to consider certain matters prescribed as confidential.

### Adjournment of Meeting and Media Liaison

Five minute break for media liaison.

### Recording Of Voting

The names of members voting for or against motions at Council Meetings will only be recorded as the result of a division or upon request from individual members.

### Rescission Motions

A Notice of Motion to rescind or alter a resolution of the Council should be in the hands of the Lord Mayor and Aldermen at least four clear days prior to the meeting at which it is to be considered.

### Late Reports

Late reports to Council Meetings should only be admitted on the following grounds:

- Either a decision on a matter of reasonable importance is required by an outside party, or an important internal matter which was unforeseen and, in both cases, could not reasonably wait until the next meeting.
- Where some prompt action is required in the interests of public relations to offset, counter or correct some unfavourable publicity or action against Council.

The Lord Mayor or the Chief Executive Officer will have the final say as to the submission of late reports to Council.

### Visitors

As a matter of protocol any visitor to a Council meeting from another local government, or Territory, State or Federal jurisdiction, whether formal or informal, will be acknowledged and introduced to Council at the beginning of the meeting.

## **PART D - COMMITTEE MEETINGS**

### Changing the Time of Meetings

The scheduled date/time of standing Committee Meetings will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule. Any such request will be made to the Chairman of the Committee, along with reasons for the proposed change. If in agreement, the Chairman of the Committee will advise the Committee Administrator of the proposed date, time and place of the rescheduled meeting.

The Committee Administrator will consult with members of that Committee to seek agreement to the proposed change. This process will be followed until such time as agreement is reached.

### Attendance Of Observers

Council's Policy on Observers at Committee meetings will be as follows:

- Chairmen of Committees will invite elected member observers present at the meeting, to identify items on the agenda they have an interest in.
- Those items will be withdrawn for discussion by the meeting.

Elected Member observers will have the opportunity to speak but not vote as those items are dealt with (either in the order of the agenda, or with the approval of the meeting immediately following the commencement of the business of the meeting).

Where attendance at a meeting is planned by a non-committee Elected Member, they are encouraged to notify the Chairman and identify the areas of interest prior to the meeting.

### Election of Committees

At the June Ordinary Meeting of the Council in each year an election of membership of Council's Committees will be held with the Committees so elected having effect from 1 July of that year for a period of twelve months.

### Composition

#### *Town Planning Committee*

- The composition of the Town Planning Committee will be all Members of the Council.
- The Chairman will be a member of the committee elected by the Committee.

#### *Community and Cultural Services, Corporate & Economic Development and Environment & Infrastructure Committees*

- The sole criteria for appointment of Aldermen to be members of these Committees will be the interest and expertise of such Aldermen.
- Composition of each Committee is to be four Aldermen plus the Lord Mayor being ex-officio with no Aldermen being allowed to serve on more than one of these three Committees.
- The Chairman of each Committee is to be one of the members of the Committee excluding the Lord Mayor.

#### *Management and Advisory Committees*

- The composition and Chairmanship of such Committees will be as determined to be appropriate by Council for each Committee from time to time.

### Interested Persons

Where it is felt that a Committees consideration of a matter will be assisted by the attendance of appropriate interested people, the Committee or Chairman may invite such persons to address the Committee.

#### Order Of Business

- Elected Member Business Papers
  - the notice of the meeting;
  - the agenda;
  - the officers open reports; and
  - the officers confidential reports.
- Public Business Papers
  - the notice of the meeting;
  - the agenda (excluding the confidential section); and
  - the officers open reports.

#### Status Of Motions

In situations where a committee of Council is unable to reach a decision on a matter before it, that matter is to be referred to the Council as:

- a recommendation submitted for the purpose of debate, or
- a matter referred to Council by a committee for consideration.

With the exception of matters referred to Council or a committee of Council for information only, all matters shall be determined by a resolution clearly setting out a decision on the matter.

#### Substitute Members

Where a Committee Chairman is aware that the forthcoming absence of an elected member/s from a Committee meeting may preclude of quorum from being attained, the Chairman should make arrangements for a substitute elected member/s to attend the Committee meeting to ensure a quorum.

#### Terms Of Reference

These are set out in the Elected Members Committee Booklet.

#### Distribution of Business Papers including Confidential Business

Refer section dealing with Council Meetings

## **Part E - Advisory Committee Meetings**

### **Disabled Persons Attendance**

Council will reimburse the taxi travel costs of disabled people attending formal Council Advisory Committee meetings.

### **Substitute Members**

Where Council has established an Advisory Committee and has appointed members to those committees representing various community groups or organisations, those groups or organisations will appoint a substitute member of the committee for attendance at such meetings of the management or advisory committees when the appointed member is absent.

## **Part F - Meeting Procedures General**

### **Deputations & Presentations**

#### *Purpose:*

To establish a framework and protocol for delegations to Council/Committees and for making presentations.

#### *Definition:*

**Deputation** where 1 (one) or more people are to address the Council/Committees on a matter. A delegation will normally relate to a matter before the Council which the Council is to make a decision on.

**Presentation** where 1 (one) or more people are to make a presentation to the Council/Committees on a matter. A presentation will, as a rule, supply the Council with information which requires only to be received and noted.

#### **Materials** A. Handouts

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Elected Members.

This material may include:

- i. PowerPoint
- ii. Reports
- iii. Plans, etc

Electronic presentations should be supplied to the CEO's office prior to the appropriate meeting.

## B. Displays

Material to be on display must be submitted to the CEO's office in sufficient time to allow it to be displayed prior to the meeting commencing.

### *Time Allowed:*

As a general rule each delegation/presentation will be allowed 15 minutes followed by questions and discussions.

The Council may allow more time should it wish to be more informed.

### *Protocols:*

#### A. Council/Committee

- i). The Council or Committee shall make every effort to make members of the delegation or presenters feel welcome and to extend courtesy to them.
- ii). Questions shall be framed and asked in a polite manner.

#### B. Presenters, etc

- i). When addressing the Council/Committee, presenters shall, at all times, be polite and shall keep the presentation as brief as possible.

### *Guidelines to Presenters:*

- i). Keep the presentation as brief as possible and avoid, wherever possible, repeating what has already been provided in writing.
- ii). Be clear and precise as to what you are seeking
- iii). Provide advance copies of materials/handouts

## Mobile Phones

It is requested that Elected Members refrain from the use and operation of mobile telephones whilst Council and Committees are meeting but should there be a need to receive calls, that Aldermen turn their mobile telephones onto silent mode.

## Open Forums

Council will hold 30 minute open forum public question times immediately prior to each 2<sup>nd</sup> Ordinary Council Meeting, where questions from the public may be directed in an informal but orderly manner through the chair and answers provided by Elected Members and staff.



### School Visits

Council encourages visits by schools to City of Darwin and the conduct of information sessions on the roles and responsibilities of Local Government.

## **5 Legislation, terminology and references**

- Chapter 6 of the Local Government Act sets forth the requirements for Council Meetings Part 6.1), the requirements for Committee Meetings (Part 6.2) and provisions of general application (Part 6.3).
- Part 5.2 of Chapter 5 of that Act covers Council Committees.
- Part 7 of City of Darwin By laws also provides a legal framework governing meeting procedures.

## **6 Implementation and delegation**

Delegations specific to each Committee are incorporated with the Terms of Reference and membership requirements for that Committee – refer the Elected member Handbook.

**TITLE:** Webcasting of Council Meetings  
**POLICY NUMBER:** 043 (addendum)  
**ADOPTED BY:** Council  
**NEXT REVIEW DATE:** 01/06/2013  
**RESPONSIBILITY:** Executive Manager  
**DOCUMENT NUMBER:** 3096879

Version	Decision Number	Adoption Date	History
1	21\1250	16/07/2013	Adopted as pilot
2	21\1794	11/02/2014	Adopted
3			

## 1 Policy Summary

This Policy provides standards and guidelines for the transparent management of webcasting of the Open Section of Council meetings. The Policy applies to Ordinary Council meetings to be held in Council Chambers, Harry Chan Ave, Darwin.

## 2 Policy Objectives

The objective of this Policy is to establish a framework governing the webcasting of Council meetings.

## 3 Background

The City of Darwin holds two monthly Council Meetings. These meetings are held in Council Chambers at the Civic Centre, Darwin, with the main meeting (2<sup>nd</sup> Ordinary Council Meeting) being held on the last Tuesday of each month. The 1<sup>st</sup> Ordinary Council Meeting is scheduled two weeks prior.

Pursuant to Section 65(1) of the Local Government Act 2012, Council meetings are open to the public. In accordance with Council's strategic objectives to encourage community participation in the effective and responsible governance of the municipality and to enable greater community involvement in Council meetings, Council has installed webcast equipment in Chambers for the live streaming, or webcasting, of Ordinary Council Meetings over the Internet. Webcasting meetings will also raise community awareness and understanding of the decision making process in Council.

## **4 Policy Statement**

### **4.1 Notify Audience of Webcast**

At the commencement of each Ordinary Council Meeting held in Chambers, the Chief Executive Officer or his delegate shall notify all those present, including Elected Members, City of Darwin staff members, members of the public in the gallery and the media, that the meeting will be webcast on the Internet.

All those present will also be advised that the webcast will last the full length of the Open Section of the meeting unless terminated in accordance with this policy.

The Chief Executive Officer or his delegate will also ensure appropriate prior notification that the meeting is to be webcast is provided in the form of signage and notices at the entry to the Council Chamber.

The visual recording equipment will be configured to avoid coverage of the public gallery area in the webcast.

### **4.2 Authority to Terminate**

Subject to clause 4.3 below, the Chief Executive Officer or his delegate has the discretion and authority at any time to direct webcasting of the meeting be terminated if his or the Meeting's judicious assessment deem continuation of webcasting may prejudice the Meeting or infringe the rights or safety of an individual.

### **4.3 Closure of Meeting to the Public**

If pursuant to Section 65(2) of the Local Government Act 2012, the public may be excluded while business of a kind classified by the regulations as confidential business is being considered, the webcasting of the meeting shall be terminated.

## **5 Legislation, terminology and references**

Chapter 6 of the Local Government Act sets forth the requirements for Council meetings.

## **6 Implementation and delegation**

The Executive Manager will be responsible for the implementation of this policy.

## **7 Evaluation and review**

This policy addendum will be reviewed in line with Policy 043 Meetings, Meeting Procedures and Committees - General.

# ATTACHMENT B

policy



**Title:** Meetings, Meeting Procedures and Committees

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**Policy No:** 043

**Adopted By:** Council

**Next Review Date:** 01/06/2013

**Responsibility:** Chief Executive Officer

**Document Number:** 21241992

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	Administrative amendment by CEO	01/09/2011	Adopted by Chief Officers Group
3	21\0009	16/04/2012	General amendment adopted by Council
4	21\574	30/10/2012	Amended to remove Climate Change & Environment Advisory Committee
5	21\1250	16/07/2013	Addendum to Policy – Webcasting of Council's Meetings
6	21\2207	27/05/2014	Amendment to electronic meeting attendance.
6			

## 1 Policy Summary

This Policy addresses:

- The establishment of Committees, their terms of reference, composition and method of determining membership
- Annual Committee Membership
- Membership of External Bodies
- Order of Business at Meetings
- Requirements for Business Papers
- Meeting Procedures established in addition to those set forth in the Local Government Act and By-laws for Council and Committee meetings.

## 2 Policy Objectives

The objective of this Policy is to provide a clear, transparent framework for the effective conduct of the business of the Council and for the governing of Council and Committee meetings.

## 3 Background

The Council is a body corporate. It makes its decisions at Council meetings and has chosen to appoint a number of Committees to more effectively manage the business of the City. Effective meetings are a fundamental requirement for good governance.

By establishing clear policies the Council seeks to provide a known, unambiguous, consistent and transparent framework for the conduct of Council and Committee meetings.

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.

## 4 Policy Statement

### Part A – Establishment of Committees

Pursuant to Part 5.2 of the Local Government Act 2008 the Council determines the nature of each of the types of Committees, as follows:

- i. An Executive Committee shall carry out, on behalf of the council, functions delegated to it by the council.
- ii. An Advisory Committee shall provide advice to the Council on assigned functions and shall report to Council through an Executive Committee. Membership shall be drawn from Members of the Council, members of the public and Council staff.

Power to make recommendations is undertaken at the commencement of each Council term.

### Part B - Elected Members Committee Booklet

Council adopts as policy the Elected Members Committee Booklet annually as contained in **Attachment A** which includes:

- Committees
- Membership
- Purpose

**Deleted:** *Standing*

**Deleted:** report to the Council on the various functions assigned to it and may, where a delegation exists, act in an executive nature on behalf of the Council. Membership shall be restricted to Members of the Council only.

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<#>A Committee of the Whole shall have executive powers pursuant to delegations, and shall consist of all Members of the Council.¶

**Deleted:** <#>A Management Committee shall be assigned functions and appropriate delegations to allow it to make decision on behalf of the Council.¶

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<#>A Community Committee is advisory in nature. Membership shall be drawn from Members of Council and the community.¶

**Deleted:** City of Darwin pursuant to Section 54 of the Local Government Act hereby assigns the functions and appoints the membership of the created Committees as set out in the following attachments to Report Number 12TC0020. ¶

¶ <#>THAT Council, pursuant to Part 5.2 of the Local Government Act 2008, establishes the following committees to be effective as of 16 April 2012:¶

<#>Standing Committees¶  
<#>Community & Cultural Services Committee¶  
<#>Corporate & Economic Development Committee¶  
<#>Environment & Infrastructure Committee¶  
<#>Administrative Review Committee¶

¶

<#>Committee of the Whole¶  
<#>Town Planning Committee¶

¶

<#>Advisory Committee ¶  
<#>Arts and Cultural Development Committee¶  
<#>Bombing of Darwin and Military History Advisory Committee¶  
<#>CBD Parking Advisory Committee ¶  
<#>Disability Advisory Committee ¶  
<#>Risk Management and Audit Committee¶  
<#>Youth Advisory Group ¶

¶

<#>Community Committees¶  
<#>Ambon Sister City Community Committee{... [1]

- Meeting Frequency
- Term of Appointments and Appointment Authority, and
- Delegations

This booklet is updated administratively as required.

### **Part C - Council Meetings**

#### **Scheduling of Council and Committee Meetings**

The dates, times and places of all ordinary Council and Committee meetings will be determined annually in advance at a November Ordinary Meeting of Council. The resolution will constitute notice of those scheduled meetings in compliance with Section 59 of the Local Government Act.

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That in the year of General Council Elections, the Council shall review meeting dates and times at no later than the June or July meeting of the Council in that year.

The scheduled date or time of Council meetings may be changed in accordance with the following:

Ordinary Meetings of the Council will be scheduled for:

- the Tuesday of the week preceding the normal meeting times of the Executive Committees and;
- the last Tuesday of each month.

Deleted: Corporate And Economic Development and Environment And Infrastructure

The scheduled date or time of any Ordinary Meeting of Council will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule, such as prior knowledge that a quorum will not exist or due to a public holiday. If not by Council resolution, or a request by the majority of Elected Members, a change will be approved by the Lord Mayor exercising discretion after consultation with a majority of Aldermen. A fair decision in accordance with the information available will then be made by the Lord Mayor.

In the event of a cyclone warning, Council and Committee meetings will be cancelled at the discretion of the Chief Executive Officer in consultation with the Lord Mayor.

#### **Business Papers**

The content of Elected Members and Public Business Papers for Ordinary Council meetings will be as follows:

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#### **Ordinary Council Meetings**

- Elected Member Business Papers
  - Notice of meeting
  - Notices of motion

- Index
- Open and Confidential Committee recommendations (including a copy of the minutes of each Committee)
- Officers reports - open and confidential
- Public Business Papers
  - Notice of the meeting;
  - Index
  - Open Committee recommendations (including a copy of the minutes of each Committee).
  - Officers reports - open

#### Availability of Business Papers

Council will make open Ordinary Council Meeting business papers available for the information of the media and public by 5.00pm on the Friday preceding the meeting.

Copies of open business papers will be uploaded to the City of Darwin website and forwarded to the Customer Service Centre at the Civic Centre and Council's four public libraries. A minimum of two copies will be made available for the public gallery at the meetings.

#### Confidential Business Papers

In an endeavour to protect confidentiality and at the same time facilitate the administration of confidential matters, Council restricts the distribution of confidential Council business papers.

#### Procedure

Normal 'Confidential' Council and Committee agenda, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer
- General Manager Infrastructure
- General Manager Corporate Services
- General Manager Community & Cultural Services
- Executive Manager
- Committee Administrator
- Senior Managers who have submitted reports

Highly sensitive confidential Council and Committee agendas, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer

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Deleted: Assistant Committee Administrator

This is usually restricted to the Chief Executive Officer's Performance Evaluation.

Highly sensitive confidential Council and Committee agendas, reports and minutes will be delivered in sealed envelopes.

#### Attendance by Members – Audio-visual

Pursuant to Section 61(4) of the Local Government Act 2008, the Council, with prior permission, will allow Elected Members to attend Ordinary Council, Committee Meetings, Special Council meetings and Confidential Council workshops by means of an electronic conferencing system and will be recorded as present at a meeting.

Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.

Elected Members can be granted Electronic Meeting Attendance with a shorter period of notification should unforeseen circumstances arise.

#### Casting Vote by the Chair

This Policy is in accordance with Sections 61(6) of the Local Government Act 2008, for the purposes of allowing the Chair of Council Meetings to exercise a second or casting vote in the event that there is an equality of votes on a matter.

The Chair, by definition in accordance with Section 61 (1) of the Act, is the Chair of a meeting of a Council Meeting (not Committee's), being the Principal Member (Lord Mayor). If the Lord Mayor is absent, then the Deputy Principal Member (Deputy Lord Mayor). If the Deputy Lord Mayor is also absent, then an Acting Principal Member appointed to Chair the meeting.

That pursuant to Sections 61(6) of the Local Government Act, it be a policy of the Council that the Chair of meetings of the Council shall have a second or casting vote where there is an equality of votes on a matter before the Council.

This policy is reviewed at the beginning of each term of Council.

#### Deputy Lord Mayor

One of the 12 Alderman is elected as Deputy Lord Mayor for a period of four months with the intention being that each Alderman be given the opportunity to act for a period of four months, during the term of the Council.

Council undertakes election of the Deputy Lord Mayor in accordance with Policy No. 015 - Deputy Lord Mayor, within the first month of the council term.

Deleted: <#>General Manager Infrastructure¶  
<#>General Manager Corporate Services¶  
<#>General Manager Community and Cultural Services¶  
<#>Executive Manager¶

Deleted: <#>Committee Administrator¶  
<#>Corporate Information Manager¶  
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## Election Process for Membership of Council's ~~Executive and Standing Committees, and Outside Committees~~

The election process for membership of Councils Standing Committees will be as follows:

1. A list of nominations will be called from Aldermen for the positions of members of the various Committees.
2. Aldermen will be given the opportunity to change their nominations as members of one Committee in preference for another Committee.
3. Any election necessary will be by show of hands or secret ballot if so decided unanimously by Council, and, unless directed otherwise by the Council, the Chief Executive Officer will not disclose the voting details, in the case of a secret ballot.
4. If necessary, an election for membership for positions on the Committees will be held.
5. Elections will be held in the following order:
  - i. Executive Committees (alphabetical order)
  - ii. Advisory Committees (alphabetical order)
  - iii. Outside Committees (as determined by Council)

6. In the event of there not being enough nominations to fill the positions on any Committee, those Aldermen nominated will be elected to that particular Committee with the remaining members being determined after the composition of the remaining Committees has been determined.

7. The Lord Mayor and Aldermen, in voting for membership of a Committee will write down the names of candidates equivalent to the number of positions to be filled.

8. In the event of a tied vote, the Lord Mayor, as Chair, will draw the names of the nominees so tied from a container until the number of names so drawn is sufficient to resolve the tied situation with the names so drawn being the successful nominees.

9. In the event of there being vacancies on any Committee following this process, such vacancies will be filled by resolution of the Council, taking account of the guidelines for composition of Committees.

### Notice of Motion

Members may give written notice to the CEO by 10.00 am on the Thursday preceding the Council meeting of a motion proposed to be moved at the meeting. The CEO shall include the Notice of Motion on the agenda.

### Order of Business

**Deleted:** <#>THAT Council give consideration when voting on the position of Deputy Lord Mayor on whether or not voting be by secret ballot or by a show of hands in accordance with Section 61 of the Local Government Act.¶

#### **Procedure**¶

<#>The Lord Mayor as Chairman of the Meeting will call for nominations for the position of Deputy Lord Mayor.¶

¶<#>The person/s nominated must agree to the nomination/s.¶

¶<#>If only one nomination is received, the person so nominated will be duly declared the elected Deputy Lord Mayor.¶

¶<#>If two or more nominations are received, and Council agrees unanimously that a secret ballot be held, the following will proceed.¶

¶<#>The Chief Executive Officer will hand blank pieces of paper to the Aldermen and the Lord Mayor for voting purposes.¶

¶<#>The Lord Mayor and Aldermen may cast a vote in favour of one candidate only.¶

¶<#>The voting papers will be counted by the Chief Executive Officer and if one candidate receives a greater number of votes than the other candidate, the Chief Executive Officer will advise the Lord Mayor who will announce the name of the elected Deputy Lord Mayor.¶

¶<#>In the event of there being two nominations that each receive the same number of votes, eg six (... [2])

#### **Deleted: Standing**

**Deleted:** <#>Community and Cultural Services Committee, Corporate & Economic Development Committee, Environment & Infrastructure Committee and other Committees in the order determined by the Council.¶

**Deleted:** <#>In the event of there being six or less nominations for membership of a particular Committee, votes will be cast and the four Aldermen polling the greatest number of votes will be declared elected.¶

¶

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<#>In the event of there being more than six nominations for membership of a particular Committee, a primary ballot w (... [3])

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***The Order of Business at Ordinary Council Meetings follows:***

<b>First Ordinary Meeting</b>
Acknowledgement of Country*
The <u>Lord's</u> Prayer
Apologies and Leave of Absence
Electronic Meeting Attendance
Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>
Matters of Public Importance
Deputations and Briefings
<u>Public Question Time</u>
Confidential Items
Petitions
Notices of Motion
Officers Reports
<u>Town Planning Reports</u>
Information Items and Correspondence Received
Reports of Representatives

<b>Second Ordinary Meeting</b>
Acknowledgement of Country*
The <u>Lord's</u> Prayer
Apologies and Leave of Absence
Electronic Meeting Attendance
Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>
Matters of Public Importance
Deputations and Briefings
Public Question Time
Confidential Items
Petitions
Notices of Motion
<u>Executive</u> Committee Reports <ul style="list-style-type: none"> <li>▼</li> </ul>
Officers Reports
<u>Town Planning Reports</u>
Information Items and Correspondence Received
Reports of Representatives

**Deleted:** The first Ordinary Council meeting in each month, is established for the purpose of:¶  
 <#>considering matters of Governance and Public Safety which require attention by the Council rather than a Committee;¶  
 <#>receiving delegations, briefings and representations from organisations and/or individuals that would require presentation to the full Council;¶  
 <#>strategic planning;¶  
 <#>dealing with other matters of urgency that would have otherwise required a special meeting.¶

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**Deleted:** <#>Community & Cultural Services ¶  
 <#>Corporate & Economic¶  
 <#>Environment & Infrastructure¶

Questions by Members	Questions by Members
General Business	General Business
Closure of Meeting to the Public	Closure of Meeting to the Public
<u>Adjournment of the Meeting (Media Liaison)</u>	<u>Adjournment of the Meeting (Media Liaison)</u>
<b><u>Confidential Order of Business</u></b>	<b><u>Confidential Order of Business</u></b>
▼	▼
Resumption of Meeting for Confidential Business	Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>	Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>
Deputations and Briefings	Deputations and Briefings
Notices of Motion	Notices of Motion
	<u>Executive</u> Committee Reports <ul style="list-style-type: none"> <li>▼</li> </ul>
Officers Reports <u>(including Town Planning)</u>	Officers Reports <u>(including Town Planning)</u>
Information Items and Correspondence Received	Information Items and Correspondence Received
▼	▼
Moving of Confidential Decisions & Supporting Documentation after Discussion	Moving of Confidential Decisions & Supporting Documentation after Discussion
Questions by Members	Questions by Members
General Business (Confidential)	General Business (Confidential)
Closure of Meeting	Closure of Meeting

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Adjournment of the Meeting (Media Liaison)¶

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<#>Corporate and Economic¶  
<#>Administration Review ¶  
Environment and Infrastructure

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Moving of Confidential Decisions after Discussion¶ ... [4]

### Acknowledgment of Country

*We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.*

*We pay our respects to all Larrakia people both past and present.*

*We are committed to working together with the Larrakia to care for this land and sea for our shared future.*

### Apologies and Leave of Absence

#### **Single Meeting**

A Member of the Council who becomes aware of a situation or circumstance that will prevent that member's attendance at a meeting should notify the Chief Executive Officer to register their apology at the meeting.

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#### **Multiple Meetings**

A member of the Council who is aware of circumstances that will prevent attendance at more than one meeting may :

**Deleted:** Committee Administrator or other Council staff or another elected member

submit a written request for leave of absence with such request detailing the inclusive dates of the absence. The written requests will be included on the agenda or tabled at a meeting of the Council prior to the period of absence commencing.

or

notify the Chief Executive Officer of their absence on a meeting-by-meeting basis as for an apology for a single meeting.

**Deleted:** Council's management or another elected member

Council has an expectation that, for a range of operational reasons, members will, wherever possible, seek leave of absence for multiple meetings in advance.

#### **Lord Mayor and Deputy Lord Mayor**

In order to comply with the Local Government Act and appoint an Acting Lord Mayor when it becomes known that both the Lord Mayor and the Deputy Lord Mayor will be unavailable, the Council shall be made aware of the known absence or other inability to perform the functions of Lord Mayor or Deputy Lord Mayor in sufficient time to enable the Council to consider and appoint an Alderman to be Acting Lord Mayor.

### Matters Of Public Importance

#### These matters are considered at Ordinary Council Meetings if:

- any Alderman identifies the matter and provides brief comment on why it should be admitted to the meeting.
- the Lord Mayor calls for a motion to admit the item

**Deleted:** Step 1 -

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Step 2 -

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If carried normal meeting procedure and rules of debate will apply to a motion proposed by an Alderman to deal with the admitted item.

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If the motion to admit is lost the matter shall not be discussed further at that meeting.

### Public Question Time

A Public Question Time will be held within each Ordinary Council Meeting.

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All questions to be asked at Public Question Time will be submitted in accordance with the following guidelines:

- Members of the public are able to submit public questions to the Council which are considered at the Ordinary Council Meetings each month.
- All public questions will be in the hands of the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided. Public questions may be lodged with Council by facsimile machine, email or letter.
- Each person may submit up to a maximum of two questions to any one Ordinary Council Meeting. If more than two questions are received from any one person, only the first two will be processed.
- Public Questions cannot exceed 100 words, including preamble.
- Debate or discussion on a response is not permitted.
- Questions may be taken on notice.

Deleted: Council's Public Question form and procedure, available from all public libraries and reception areas of Council, unless otherwise provided in these procedures

Deleted: Each person may submit up to a maximum of two questions to any one Ordinary Council Meeting. If more than two questions are received from any one person, only the first two will be processed

Questions will be forwarded upon receipt to the relevant department head for preparation of a response. Copies of questions and answers will be delivered to Elected Members prior to the commencement of the meeting.

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A Public Question (in the proper form) will be in the hands of the Chief Executive Officer by 12.00 noon on the last working day prior to the Ordinary Meeting at which the question is to be asked.¶

Public Question Time will occur prior to the reception of the Committee reports and Officers Reports and be not more than thirty (30) minutes duration.

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All questions and responses will be read by the Chief Executive Officer.

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The Chief Executive Officer may refuse to accept a question for the purpose of Public Question Time if:

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- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential,
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.

Deleted: and directed to the Lord Mayor who may answer the question or may direct the Chairperson of the relevant Committee, the Chief Executive Officer or a General Manager to answer, depending on the nature of the question

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- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

In instances where the Chief Executive Officer refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.

The person asking the question must be in attendance at Public Question Time for the question to be read out and for the answer to be given at the Ordinary Meeting otherwise the answer will be tabled in the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

### Petitions

Members of public can present petitions to the City of Darwin on community issues that they would like to see addressed. Examples of issues followed up by petitions could be a request for a walkway closure or new equipment for a suburban Council playground.

Petitions to Council will be presented and dealt with in accordance with By Law 153.

Petitions must be presented by an Alderman.

Once a petition is received at an Ordinary Council Meeting it is formally accepted and referred to the relevant Executive Committee for consideration.

Any committee recommendations in relation to the petition will go to the next full meeting of the Council for a decision.

### Notices of Motion

Notices of Motion which may include rescission motions or matters for consideration, of which Notice of Business has been given by a Member in accordance with By Law 151, will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

### Committee Reports

Each Committee Report will be taken separately and dealt with in accordance with the following procedure:

- The Committee Chair will move the receipt and adoption of the Committee Report and will call on individual Aldermen to nominate the particular item numbers he or she wishes to have withdrawn for consideration. This is to be done without comment or debate.

**Deleted:** The Lord Mayor may ask the Chairperson of the relevant committee to include the question as an item for discussion at the next relevant committee meeting if a satisfactory answer cannot be provided at the Ordinary Meeting.¶

¶ All persons submitting questions will be entitled to have one question only answered until all other persons submitting questions have had one question answered. Additional questions may be permitted but always so as to maintain equality amongst questioners as to number of questions answered where more than one question is asked by more than one person.¶

¶ Upon the answer being provided, the questioner will be given a brief period in which to seek clarification on any points raised in the answer.¶

¶ The Chief Executive Officer may accept public questions submitted by telephone in such circumstances as deemed appropriate by the Chief Executive Officer.¶

¶ Public questions may be lodged with Council by facsimile machine, email or letter.¶

**Deleted:** as information and forwarded to the questioner by mail

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**Deleted:** give an up to 5 minute resume of the Committee's recommendations highlighting any particular items of interest.¶  
<#>¶  
The Lord Mayor

- The Committee Chair will then put the receipt and adoption of the remaining Committee Recommendations to the vote and these are then taken as Carried by General Consent.
- The Committee Chair, taking each withdrawn item in numerical order, will first invite a mover and seconder for the Committee's recommendation in the order that the status and integrity of such recommendation will be maintained.

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### Officer's Reports

Officer's Reports, including Town Planning, referred to the meeting by the Lord Mayor or the Chief Executive Officer will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

Deleted: <#>In the case of a new recommendation the Alderman is to write the motion out on the form provided and hand it to the Lord Mayor who will pass it on to the Committee Administrator.¶

### Representative's Reports

The Lord Mayor will invite each Alderman in turn to report to Council on any outside Committee or organisation on which the member represents Council. The reports will be confined to matters of substance which the member believes is of interest to Council and up to 5 minutes only will be allowed for reports in respect of each particular Committee or organisation.

### Questions by Members

To allow members to ask questions of each other and staff. No debate to be allowed on questions and members to appreciate that some detailed questions may need to be put on notice.

### General Business

The Lord Mayor will invite Aldermen to introduce any General Business. The procedure will be that any general business must be introduced by the moving of a motion. The normal rules of debate will then apply with the motion only being discussed if seconded. Any questions on various matters should be asked outside of the meeting.

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Matters to be raised in the General Business section at an Ordinary Council Meeting are to be limited to issues of a minor nature. Major issues are required to be presented by a Notice of Motion in accordance with By-Law No. 151 of the City of Darwin By-Laws. Issues raised purely for the information of Council or to seek reference to an appropriate Council committee may be raised under the General Business section of the meeting.

Where matters are raised by an elected member in General Business which do not result in a motion, these matters may be recorded if the Elected Member so requires.

#### Meal Break

A meal break will be held at the conclusion of Ordinary Council Meetings or by no later than 8:00 pm.

#### Closure of the Meeting to the Public

Resolution to close the meeting to the public to consider certain matters prescribed as confidential.

#### Adjournment of Meeting and Media Liaison

Fifteen minute break for media liaison.

#### Recording Of Voting

The names of members voting for or against motions at Council Meetings will only be recorded as the result of a division or upon request from individual members.

#### Rescission Motions

A Notice of Motion to rescind or alter a resolution of the Council should be in the hands of the Lord Mayor and Aldermen at least four business days prior to the meeting at which it is to be considered.

#### Late Reports

Late reports to Council Meetings should only be admitted on the following grounds:

- Either a decision on a matter of reasonable importance is required by an outside party, or an important internal matter which was unforeseen and, in both cases, could not reasonably wait until the next meeting.
- Where some prompt action is required in the interests of public relations to offset, counter or correct some unfavourable publicity or action against Council.

The Lord Mayor or the Chief Executive Officer will have the final say as to the submission of late reports to Council.

#### Visitors

**Deleted:** Where matters can be handled by direct interface with Senior Council Officers, verbal requests, telephone contact, Action Sheets or committee meeting, requests should be handled in the appropriate manner and do not need to be raised in General Business.¶

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As a matter of protocol any visitor to a Council meeting from another local government, or Territory, State or Federal jurisdiction, whether formal or informal, will be acknowledged, recorded in the minutes and introduced to Council at the beginning of the meeting.

#### Disabled Persons Attendance

Council will reimburse the taxi travel costs of disabled people attending formal Council and Committee meetings.

### **PART D - COMMITTEE MEETINGS**

Committee meetings will be conducted as per Part C - Council Meetings.

#### Changing the Time of Meetings

The scheduled date/time of Committee Meetings will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule. Any such request will be made to the Chair of the Committee, along with reasons for the proposed change. If in agreement, the Chair of the Committee will advise the Chief Executive Officer of the proposed date, time and place of the rescheduled meeting.

The Chief Executive Officer will consult with members of that Committee to seek agreement to the proposed change. This process will be followed until such time as agreement is reached.

#### Attendance Of Observers

Council's Policy on Observers at Committee meetings will be as follows:

- Chairs of Committees will invite elected member observers present at the meeting to identify items on the agenda they have an interest in.
- Those items will be withdrawn for discussion by the meeting.
- Elected Member observers will have the opportunity to speak but not vote as those items are dealt with (either in the order of the agenda, or with the approval of the meeting immediately following the commencement of the business of the meeting).

Where attendance at a meeting is planned by a non-committee Elected Member, they are encouraged to notify the Chairman and identify the areas of interest prior to the meeting.

#### Status of Motions

In situations where a committee of Council is unable to reach a decision on a matter before it, that matter is to be referred to the Council as:

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Deleted: Election of Committees

¶ At the June Ordinary Meeting of the Council in each year an election of membership of Council's Committees will be held with the Committees so elected having effect from 1 July of that year for a period of twelve months.¶

Deleted: Composition

¶ Town Planning Committee¶

¶ <#>The composition of the Town Planning Committee will be all Members of the Council.¶  
¶ <#>The Chairman will be a member of the committee elected by the Committee.¶

¶ Community and Cultural Services, Corporate & Economic Development and Environment & Infrastructure Committees¶

¶ <#>The sole criteria for appointment of Aldermen to be members of these Committees will be the interest and expertise of such Aldermen.¶  
¶ <#>Composition of each Committee is to be four Aldermen plus the Lord Mayor being ex-officio with no Aldermen being allowed to serve on more than one of these three Committees.¶  
¶ <#>The Chairman of each Committee is to be one of the members of the Committee excluding the Lord Mayor.¶

¶ Management and Advisory Committees¶

¶ <#>The composition and Chairmanship of such Committees will be as determined to be appropriate by Council for each Committee from time to time.¶

Interested Persons¶

¶ Where it is felt that a Committees consideration of a matter will be assisted by the attendance of appropriate interested people, the Committee or Chairman may invite such persons to address the Committee.¶

¶ Order Of Business¶

¶ ... [5]

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- a recommendation submitted for the purpose of debate, or
- a matter referred to Council by a committee for consideration.

With the exception of matters referred to Council or a committee of Council for information only, all matters shall be determined by a resolution clearly setting out a decision on the matter.

#### Substitute Members

Where a Committee Alderman is aware of a forthcoming absence from a Committee meeting that may preclude quorum from being attained, the Alderman should notify the Chief Executive Officer in time to make arrangements for a substitute elected member/s to attend the Committee meeting to ensure a quorum.

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#### Advisory Committee Substitute Members

Where Council has established an Advisory Committee and has appointed members to those committees representing various community groups or organisations, those groups or organisations will appoint a substitute member of the committee for attendance at such meetings of the management or advisory committees when the appointed member is absent.

#### Terms Of Reference

These are set out in the Elected Members Committee Booklet.

#### Distribution of Business Papers including Confidential Business

Refer section dealing with Council Meetings

## **Part E - Meeting Procedures General**

### **Deputations & Presentations**

#### *Purpose:*

To establish a framework and protocol for delegations to Council/Committees and for making presentations.

#### *Definition:*

**Deputation** where 1 (one) or more people are to address the Council/Committees on a matter. A delegation will normally relate to a matter before the Council which the Council is to make a decision on.

**Presentation** where 1 (one) or more people are to make a presentation to the Council/Committees on a matter. A presentation will, as a rule, supply the Council with information which requires only to be received and noted.

#### **Materials** A. Handouts

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Elected Members.

This material may include:

- i. PowerPoint
- ii. Reports
- iii. Plans, etc

Electronic presentations should be supplied to the CEO's office prior to the appropriate meeting.

#### B. Displays

Material to be on display must be submitted to the CEO's office in sufficient time to allow it to be displayed prior to the meeting commencing.

#### *Time Allowed:*

As a general rule each delegation/presentation will be allowed 15 minutes followed by questions and discussions.

The Council may allow more time should it wish to be more informed.

#### *Protocols:*

#### A. Council/Committee

**Deleted: Advisory Committee Meetings**

**¶ Disabled Persons Attendance ¶**

¶ Council will reimburse the taxi travel costs of disabled people attending formal Council Advisory Committee meetings. ¶

**¶ Substitute Members ¶**

¶ Where Council has established an Advisory Committee and has appointed members to those committees representing various community groups or organisations, those groups or organisations will appoint a substitute member of the committee for attendance at such meetings of the management or advisory committees when the appointed member is absent. ¶

**¶ Part F -**

- i). The Council or Committee shall make every effort to make members of the delegation or presenters feel welcome and to extend courtesy to them.
- ii). Questions shall be framed and asked in a polite manner.

#### B. Presenters, etc

- i). When addressing the Council/Committee, presenters shall, at all times, be polite and shall keep the presentation as brief as possible.

#### *Guidelines to Presenters:*

- i). Keep the presentation as brief as possible and avoid, wherever possible, repeating what has already been provided in writing.
- ii). Be clear and precise as to what you are seeking
- iii). Provide advance copies of materials/handouts

#### Mobile Phones

It is requested that Elected Members refrain from the use and operation of mobile telephones whilst Council and Committees are meeting but should there be a need to receive calls, that Aldermen turn their mobile telephones onto silent mode.

#### Open Forums

Council will hold 30 minute open forum public question times immediately prior to each 2<sup>nd</sup> Ordinary Council Meeting, where questions from the public may be directed in an informal but orderly manner through the chair and answers provided by Elected Members and staff.

#### School Visits

Council encourages visits by schools to City of Darwin and the conduct of information sessions on the roles and responsibilities of Local Government.

## 5 Legislation, terminology and references

### Legislation

City of Darwin By-Laws

Northern Territory Local Government Act

Northern Territory Regulations

### Terminology

Executive Leadership Team includes the City of Darwin Chief Executive Officer, General Manager Corporate Services, General Manager Community

**Deleted:** Chapter 6 of the Local Government Act sets forth the requirements for Council Meetings Part 6.1), the requirements for Committee Meetings (Part 6.2) and provisions of general application (Part 6.3). ¶  
Part 5.2 of Chapter 5 of that Act covers Council Committees.¶  
Part 7 of City of Darwin By laws also provides a legal framework governing meeting procedures.¶

and Cultural Services, General Manager Infrastructure Services and Executive Manager, Office of Chief Executive.

**Staff** includes council employees, contractors, volunteers and all others performing work on behalf of council.

**References** are documents which are relevant to any policy or procedure in order to assist people to understand apply or comply with, the policy.

#### References

Procedures for Ordinary Council Agendas & Minutes

Meeting Procedures Code of Practice for Council and Committee Meetings

Meeting Procedures Handbook for Council and Committee Meetings

City of Darwin Policy No 014 - Code of Conduct - Elected Members

City of Darwin Policy No 015 - Deputy Lord Mayor

City of Darwin Policy No 018 - Lord Mayor

City of Darwin Policy No 030 - Governance - General

City of Darwin Policy No 036 - Caretaker Period

## **6 Implementation and delegation**

Delegations specific to each Committee are incorporated with the Terms of Reference and membership requirements for that Committee – refer the Elected member Handbook.

#### Chief Executive Officer

The Chief Executive Officer is responsible for implementing the practices outlined in this policy.

#### Office of the Chief Executive

The Office of the Chief Executive is responsible for carrying out the administrative requirements.

## **7 Evaluation and review**

This policy is to be reviewed once per term of Council.

**TITLE:** Webcasting of Council Meetings  
**POLICY NUMBER:** 043 (addendum)  
**ADOPTED BY:** Council  
**NEXT REVIEW DATE:** 01/06/2013  
**RESPONSIBILITY:** Executive Manager  
**DOCUMENT NUMBER:** 3096879

Version	Decision Number	Adoption Date	History
1	21\1250	16/07/2013	Adopted as pilot
2	21\1794	11/02/2014	Adopted
3			

## 1 Policy Summary

This Policy provides standards and guidelines for the transparent management of webcasting of the Open Section of Council meetings. The Policy applies to Ordinary Council meetings to be held in Council Chambers, Harry Chan Ave, Darwin.

## 2 Policy Objectives

The objective of this Policy is to establish a framework governing the webcasting of Council meetings.

## 3 Background

City of Darwin holds two monthly Ordinary Council Meetings. These meetings are held in Council Chambers at the Civic Centre, Darwin, with the main meeting (2<sup>nd</sup> Ordinary Council Meeting) being held on the last Tuesday of each month. The 1<sup>st</sup> Ordinary Council Meeting is scheduled two weeks prior.

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Pursuant to Section 65(1) of the Local Government Act 2012, Council meetings are open to the public. In accordance with Council's strategic objectives to encourage community participation in the effective and responsible governance of the municipality and to enable greater community involvement in Council meetings, Council has installed webcast equipment in Chambers for the live streaming, or webcasting, of Ordinary Council Meetings over the Internet. Webcasting meetings will also raise community awareness and understanding of the decision making process in Council.

## 4 Policy Statement

### 4.1 Notify Audience of Webcast

At the commencement of each Ordinary Council Meeting held in Chambers, the Chief Executive Officer or his delegate shall notify all those present, including Elected Members, City of Darwin staff members, members of the public in the gallery and the media, that the meeting will be webcast on the Internet.

All those present will also be advised that the webcast will last the full length of the Open Section of the meeting unless terminated in accordance with this policy.

The Chief Executive Officer or his delegate will also ensure appropriate prior notification that the meeting is to be webcast is provided in the form of signage and notices at the entry to the Council Chamber.

The visual recording equipment will be configured to avoid coverage of the public gallery area in the webcast.

#### **4.2 Authority to Terminate**

Subject to clause 4.3 below, the Chief Executive Officer or his delegate has the discretion and authority at any time to direct webcasting of the meeting be terminated if his or the Meeting's judicious assessment deem continuation of webcasting may prejudice the Meeting or infringe the rights or safety of an individual.

#### **4.3 Closure of Meeting to the Public**

If pursuant to Section 65(2) of the Local Government Act 2012, the public may be excluded while business of a kind classified by the regulations as confidential business is being considered, the webcasting of the meeting shall be terminated.

### **5 Legislation, terminology and references**

Chapter 6 of the Local Government Act sets forth the requirements for Council meetings.

### **6 Implementation and delegation**

The Executive Manager will be responsible for the implementation of this policy.

### **7 Evaluation and review**

This policy addendum will be reviewed in line with Policy 043 Meetings, Meeting Procedures and Committees.

Deleted: - General

City of Darwin pursuant to Section 54 of the Local Government Act hereby assigns the functions and appoints the membership of the created Committees as set out in the following attachments to Report Number 12TC0020.

THAT Council, pursuant to Part 5.2 of the Local Government Act 2008, establishes the following committees to be effective as of 16 April 2012:

Standing Committees

- Community & Cultural Services Committee
- Corporate & Economic Development Committee
- Environment & Infrastructure Committee
- Administrative Review Committee

Committee of the Whole

- Town Planning Committee

Advisory Committee

- Arts and Cultural Development Committee
- Bombing of Darwin and Military History Advisory Committee
- CBD Parking Advisory Committee
- Disability Advisory Committee
- Risk Management and Audit Committee
- Youth Advisory Group

Community Committees

- Ambon Sister City Community Committee
- Anchorage Sister City Community Committee
- Dili Sister City Community Committee
- Kalymnos Sister City Community Committee
- Haikou Sister City Community Committee

THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2) (b) of the Local Government Act 2008 hereby delegates to the Community and Cultural Services Committee the power to make recommendations to Council and make decisions relating to Community and Cultural matters within the approved budget.

THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008, hereby delegates to the Corporate and Economic Development Committee the power to make recommendations to Council and make decisions relating to Corporate and Economic Development matters within the approved budget.

THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008 hereby delegates to the Environment & Infrastructure Committee the power to make recommendations to Council and make decisions relating to Environment & Infrastructure matters within the approved budget.



THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008 hereby delegates to the Town Planning Committee the power to make decisions within the approved budget relating to:

All Development Applications referred from the Development Consent Authority.

All Town Planning related matters referred from the NT Government. Town Planning Strategy, Policies and Procedures.

Development Applications and Town Planning matters referred to Council from Developers, Community Groups and Individuals.

Signage Applications, Policies and Procedures.

Liquor Licence Applications.

THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2) (b) of the Local Government Act 2008 hereby delegates to the Administrative Review Committee the power to make decisions pursuant to Section 229 (2) & (3) of the Local Government Act which are as follows:.

S229 (2) The Administrative Review Committee may summarily reject an application for review if satisfied that the application is frivolous, vexatious or lacking in substance.

S229 (3) The Administrative Review Committee:

must (unless it rejects the application under subsection (2))  
inquire into the matters raised by the application; and

must make a recommendation on the application to the council.

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THAT Council give consideration when voting on the position of Deputy Lord Mayor on whether or not voting be by secret ballot or by a show of hands in accordance with Section 61 of the Local Government Act.

### *Procedure*

The Lord Mayor as Chairman of the Meeting will call for nominations for the position of Deputy Lord Mayor.

The person/s nominated must agree to the nomination/s.

If only one nomination is received, the person so nominated will be duly declared the elected Deputy Lord Mayor.

If two or more nominations are received, and Council agrees unanimously that a secret ballot be held, the following will proceed.

The Chief Executive Officer will hand blank pieces of paper to the Aldermen and the Lord Mayor for voting purposes.

The Lord Mayor and Aldermen may cast a vote in favour of one candidate only.

The voting papers will be counted by the Chief Executive Officer and if one candidate receives a greater number of votes than the other candidate, the Chief Executive Officer will advise the Lord Mayor who will announce the name of the elected Deputy Lord Mayor.

In the event of there being two nominations that each receive the same number of votes, eg six votes each, then the Lord Mayor will draw from a container, in which the names of the two nominees have been placed, and the name drawn first by the Lord Mayor will be the elected Deputy Lord Mayor.

If there are more than two nominations, a primary ballot or show of hands will be conducted. Two persons with the highest number of votes will then be the subject of a second ballot or show of hands to be conducted as outlined in 6 and 7 above.

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In the event of it being an equal number of votes in any of the ballots referred to in 9 above, then the Lord Mayor will resolve the matter as outlined in 8 above.

Unless the members so direct, the Chief Executive Officer will not announce the number of votes cast in any secret ballot, except in the case of a tied vote.

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In the event of there being six or less nominations for membership of a particular Committee, votes will be cast and the four Aldermen polling the greatest number of votes will be declared elected.

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In the event of there being more than six nominations for membership of a particular Committee, a primary ballot will be conducted. The six Aldermen with the highest number of votes will then be the subject of a second ballot. The four Aldermen with the highest number of votes will then be declared elected.

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Moving of Confidential Decisions after Discussion
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Moving of Confidential Decisions after Discussion
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### Composition

#### *Town Planning Committee*

The composition of the Town Planning Committee will be all Members of the Council.

The Chairman will be a member of the committee elected by the Committee.

*Community and Cultural Services, Corporate & Economic Development and Environment & Infrastructure Committees*

The sole criteria for appointment of Aldermen to be members of these Committees will be the interest and expertise of such Aldermen.

Composition of each Committee is to be four Aldermen plus the Lord Mayor being ex-officio with no Aldermen being allowed to serve on more than one of these three Committees.

The Chairman of each Committee is to be one of the members of the Committee excluding the Lord Mayor.

*Management and Advisory Committees*

The composition and Chairmanship of such Committees will be as determined to be appropriate by Council for each Committee from time to time.

Interested Persons

Where it is felt that a Committees consideration of a matter will be assisted by the attendance of appropriate interested people, the Committee or Chairman may invite such persons to address the Committee.

Order Of Business

Elected Member Business Papers

- the notice of the meeting;
- the agenda;
- the officers open reports; and
- the officers confidential reports.

Public Business Papers

- the notice of the meeting;
- the agenda (excluding the confidential section); and
- the officers open reports.

**Title:** Meetings, Meeting Procedures and Committees

**Policy No:** 043

**Adopted By:** Council

**Next Review Date:** 01/06/2013

**Responsibility:** Chief Executive Officer

**Document Number:** 21241992

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	Administrative amendment by CEO	01/09/2011	Adopted by Chief Officers Group
3	21\0009	16/04/2012	General amendment adopted by Council
4	21\574	30/10/2012	Amended to remove Climate Change & Environment Advisory Committee
5	21\1250	16/07/2013	Addendum to Policy – Webcasting of Council's Meetings
6	21\2207	27/05/2014	Amendment to electronic meeting attendance.
6			

## 1 Policy Summary

This Policy addresses:

- The establishment of Committees, their terms of reference, composition and method of determining membership
- Annual Committee Membership
- Membership of External Bodies
- Order of Business at Meetings
- Requirements for Business Papers
- Meeting Procedures established in addition to those set forth in the Local Government Act and By-laws for Council and Committee meetings.

## 2 Policy Objectives

The objective of this Policy is to provide a clear, transparent framework for the effective conduct of the business of the Council and for the governing of Council and Committee meetings.

### 3 Background

The Council is a body corporate. It makes its decisions at Council meetings and has chosen to appoint a number of Committees to more effectively manage the business of the City. Effective meetings are a fundamental requirement for good governance.

By establishing clear policies the Council seeks to provide a known, unambiguous, consistent and transparent framework for the conduct of Council and Committee meetings.

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.

### 4 Policy Statement

#### **Part A – Establishment of Committees**

Pursuant to Part 5.2 of the Local Government Act 2008 the Council determines the nature of each of the types of Committees, as follows:

- i. An *Executive Committee* shall carry out, on behalf of the council, functions delegated to it by the council.
- ii. An *Advisory Committee* shall provide advice to the Council on assigned functions and shall report to Council through an *Executive Committee*. Membership shall be drawn from Members of the Council, members of the public and Council staff.

Power to make recommendations is undertaken at the commencement of each Council term.

#### **Part B - Elected Members Committee Booklet**

Council adopts as policy the Elected Members Committee Booklet annually as contained in **Attachment A** which includes:

- Committees
- Membership
- Purpose
- Meeting Frequency
- Term of Appointments and Appointment Authority, and
- Delegations

This booklet is updated administratively as required.

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**Part C - Council Meetings****Scheduling of Council and Committee Meetings**

The dates, times and places of all ordinary Council and Committee meetings will be determined annually in advance at a November Ordinary Meeting of Council. The resolution will constitute notice of those scheduled meetings in compliance with Section 59 of the Local Government Act.

That in the year of General Council Elections, the Council shall review meeting dates and times at no later than the June or July meeting of the Council in that year.

The scheduled date or time of Council meetings may be changed in accordance with the following:

Ordinary Meetings of the Council will be scheduled for:

- the Tuesday of the week preceding the normal meeting times of the Executive Committees and;
- the last Tuesday of each month.

The scheduled date or time of any Ordinary Meeting of Council will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule, such as prior knowledge that a quorum will not exist or due to a public holiday. If not by Council resolution, or a request by the majority of Elected Members, a change will be approved by the Lord Mayor exercising discretion after consultation with a majority of Aldermen. A fair decision in accordance with the information available will then be made by the Lord Mayor.

In the event of a cyclone warning, Council and Committee meetings will be cancelled at the discretion of the Chief Executive Officer in consultation with the Lord Mayor.

**Business Papers**

The content of Elected Members and Public Business Papers for Ordinary Council meetings will be as follows:

***Ordinary Council Meetings***

- Elected Member Business Papers
  - Notice of meeting
  - Notices of motion
  - Index
  - Open and Confidential Committee recommendations (including a copy of the minutes of each Committee)
  - ;Officers reports - open and confidential

- Public Business Papers
  - Notice of the meeting;
  - Index
  - Open Committee recommendations (including a copy of the minutes of each Committee)
  - Officers reports - open

#### Availability of Business Papers

Council will make open Ordinary Council Meeting business papers available for the information of the media and public by 5.00pm on the Friday preceding the meeting.

Copies of open business papers will be uploaded to the City of Darwin website and forwarded to the Customer Service Centre at the Civic Centre and Council's four public libraries. A minimum of two copies will be made available for the public gallery at the meetings.

#### Confidential Business Papers

In an endeavour to protect confidentiality and at the same time facilitate the administration of confidential matters, Council restricts the distribution of confidential Council business papers.

#### Procedure

Normal 'Confidential' Council and Committee agenda, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer
- General Manager Infrastructure
- General Manager Corporate Services
- General Manager Community & Cultural Services
- Executive Manager
- Committee Administrator
- Senior Managers who have submitted reports

Highly sensitive confidential Council and Committee agendas, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer

This is usually restricted to the Chief Executive Officer's Performance Evaluation.

Highly sensitive confidential Council and Committee agendas, reports and minutes will be delivered in sealed envelopes.

### Attendance by Members – Audio-visual

Pursuant to Section 61(4) of the Local Government Act 2008, the Council, with prior permission, will allow Elected Members to attend Ordinary Council, Committee Meetings, Special Council meetings and Confidential Council workshops by means of an electronic conferencing system and will be recorded as present at a meeting.

Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.

Elected Members can be granted Electronic Meeting Attendance with a shorter period of notification should unforeseen circumstances arise.

### Casting Vote by the Chair

This Policy is in accordance with Sections 61(6) of the Local Government Act 2008, for the purposes of allowing the Chair of Council Meetings to exercise a second or casting vote in the event that there is an equality of votes on a matter.

The Chair, by definition in accordance with Section 61 (1) of the Act, is the Chair of a meeting of a Council Meeting (not Committee's), being the Principal Member (Lord Mayor). If the Lord Mayor is absent, then the Deputy Principal Member (Deputy Lord Mayor). If the Deputy Lord Mayor is also absent, then an Acting Principal Member appointed to Chair the meeting.

That pursuant to Sections 61(6) of the Local Government Act, it be a policy of the Council that the Chair of meetings of the Council shall have a second or casting vote where there is an equality of votes on a matter before the Council.

This policy is reviewed at the beginning of each term of Council.

### Deputy Lord Mayor

One of the 12 Alderman is elected as Deputy Lord Mayor for a period of four months with the intention being that each Alderman be given the opportunity to act for a period of four months, during the term of the Council.

Council undertakes election of the Deputy Lord Mayor in accordance with Policy No. 015 - Deputy Lord Mayor, within the first month of the council term.



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### Election Process for Membership of Council's Executive and Standing Committees, and Outside Committees

The election process for membership of Council's Standing Committees will be as follows:

1. A list of nominations will be called from Aldermen for the positions of members of the various Committees.
2. Aldermen will be given the opportunity to change their nominations as members of one Committee in preference for another Committee.
3. Any election necessary will be by show of hands or secret ballot if so decided unanimously by Council, and, unless directed otherwise by the Council, the Chief Executive Officer will not disclose the voting details, in the case of a secret ballot.
4. If necessary, an election for membership for positions on the Committees will be held.
5. Elections will be held in the following order:
  - i. Executive Committees (alphabetical order)
  - ii. Advisory Committees (alphabetical order)
  - iii. Outside Committees (as determined by Council)
6. In the event of there not being enough nominations to fill the positions on any Committee, those Aldermen nominated will be elected to that particular Committee with the remaining members being determined after the composition of the remaining Committees has been determined.
7. The Lord Mayor and Aldermen, in voting for membership of a Committee will write down the names of candidates equivalent to the number of positions to be filled.
8. In the event of a tied vote, the Lord Mayor, as Chair, will draw the names of the nominees so tied from a container until the number of names so drawn is sufficient to resolve the tied situation with the names so drawn being the successful nominees.
9. In the event of there being vacancies on any Committee following this process, such vacancies will be filled by resolution of the Council, taking account of the guidelines for composition of Committees.

### Notice of Motion

Members may give written notice to the CEO by 10.00 am on the Thursday preceding the Council meeting of a motion proposed to be moved at the meeting. The CEO shall include the Notice of Motion on the agenda.

Order of Business

The **Order of Business at Ordinary Council Meetings** follows:

First Ordinary Meeting	Second Ordinary Meeting
Acknowledgement of Country*	Acknowledgement of Country*
The Lord's Prayer	The Lord's Prayer
Apologies and Leave of Absence	Apologies and Leave of Absence
Electronic Meeting Attendance	Electronic Meeting Attendance
Declaration of Interest of Members and Staff	Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>	Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> <li>Business Arising</li> </ul>
Matters of Public Importance	Matters of Public Importance
Deputations and Briefings	Deputations and Briefings
Public Question Time	Public Question Time
Confidential Items	Confidential Items
Petitions	Petitions
Notices of Motion	Notices of Motion
	Executive Committee Reports

Officers Reports
Town Planning Reports
Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
Adjournment of the Meeting (Media Liaison)
<b><u>Confidential Order of Business</u></b>
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Deputations and Briefings
Notices of Motion

•
Officers Reports
Town Planning Reports
Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
Adjournment of the Meeting (Media Liaison)
<b><u>Confidential Order of Business</u></b>
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> <li>• Business Arising</li> </ul>
Deputations and Briefings
Notices of Motion
Executive Committee Reports <ul style="list-style-type: none"> <li>•</li> </ul>

Officers Reports (including Town Planning)	Officers Reports (including Town Planning)
Information Items and Correspondence Received	Information Items and Correspondence Received
Moving of Confidential Decisions & Supporting Documentation after Discussion	Moving of Confidential Decisions & Supporting Documentation after Discussion
Questions by Members	Questions by Members
General Business (Confidential)	General Business (Confidential)
Closure of Meeting	Closure of Meeting

### Acknowledgment of Country

*We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.*

*We pay our respects to all Larrakia people both past and present.*

*We are committed to working together with the Larrakia to care for this land and sea for our shared future.*

### Apologies and Leave of Absence

#### **Single Meeting**

A Member of the Council who becomes aware of a situation or circumstance that will prevent that member's attendance at a meeting should notify the Chief Executive Officer to register their apology at the meeting.

#### **Multiple Meetings**

A member of the Council who is aware of circumstances that will prevent attendance at more than one meeting may :

submit a written request for leave of absence with such request detailing the inclusive dates of the absence. The written requests will be included on the agenda or tabled at a meeting of the Council prior to the period of absence commencing.

or

notify the Chief Executive Officer of their absence on a meeting-by-meeting basis as for an apology for a single meeting.

Council has an expectation that, for a range of operational reasons, members will, wherever possible, seek leave of absence for multiple meetings in advance.

### **Lord Mayor and Deputy Lord Mayor**

In order to comply with the Local Government Act and appoint an Acting Lord Mayor when it becomes known that both the Lord Mayor and the Deputy Lord Mayor will be unavailable, the Council shall be made aware of the known absence or other inability to perform the functions of Lord Mayor or Deputy Lord Mayor in sufficient time to enable the Council to consider and appoint an Alderman to be Acting Lord Mayor.

### Matters Of Public Importance

These matters are considered at Ordinary Council Meetings if:

- an Alderman identifies the matter and provides brief comment on why it should be admitted to the meeting.
- the Lord Mayor calls for a motion to admit the item

If carried normal meeting procedure and rules of debate will apply to a motion proposed by an Alderman to deal with the admitted item.

If the motion to admit is lost the matter shall not be discussed further at that meeting.

### Public Question Time

A Public Question Time will be held within each Ordinary Council Meeting.

All questions to be asked at Public Question Time will be submitted in accordance with the following guidelines:

- Members of the public are able to submit public questions to the Council which are considered at the Ordinary Council Meetings each month.
- All public questions will be in the hands of the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided. Public questions may be lodged with Council by facsimile machine, email or letter.
- Each person may submit up to a maximum of two questions to any one Ordinary Council Meeting. If more than two questions are received from any one person, only the first two will be processed.
- Public Questions cannot exceed 100 words, including preamble.
- Debate or discussion on a response is not permitted.
- Questions may be taken on notice.

Questions will be forwarded upon receipt to the relevant department head for preparation of a response. Copies of questions and answers will be delivered to Elected Members prior to the commencement of the meeting.

Public Question Time will occur prior to the reception of the Committee reports and Officers Reports and be not more than thirty (30) minutes duration.

All questions and responses will be read by the Chief Executive Officer.

The Chief Executive Officer may refuse to accept a question for the purpose of Public Question Time if:

- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential,
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.
- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

In instances where the Chief Executive Officer refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.

The person asking the question must be in attendance at Public Question Time for the question to be read out and for the answer to be given at the Ordinary Meeting otherwise the answer will be tabled in the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

### Petitions

Members of public can present petitions to the City of Darwin on community issues that they would like to see addressed. Examples of issues followed up by petitions could be a request for a walkway closure or new equipment for a suburban Council playground.

Petitions to Council will be presented and dealt with in accordance with By Law 153.

Petitions must be presented by an Alderman.

Once a petition is received at an Ordinary Council Meeting it is formally accepted and referred to the relevant Executive Committee for consideration.

Any committee recommendations in relation to the petition will go to the next full meeting of the Council for a decision.

### Notices of Motion

Notices of Motion which may include rescission motions or matters for consideration, of which Notice of Business has been given by a Member in accordance with By Law 151, will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

### Committee Reports

Each Committee Report will be taken separately and dealt with in accordance with the following procedure:

- The Committee Chair will move the receipt and adoption of the Committee Report and will call on individual Aldermen to nominate the particular item numbers he or she wishes to have withdrawn for consideration. This is to be done without comment or debate.
- The Committee Chair will then put the receipt and adoption of the remaining Committee Recommendations to the vote and these are then taken as Carried by General Consent.
- The Committee Chair, taking each withdrawn item in numerical order, will first invite a mover and seconder for the Committee's recommendation in the order that the status and integrity of such recommendation will be maintained.

### Officer's Reports

Officer's Reports, including Town Planning, referred to the meeting by the Lord Mayor or the Chief Executive Officer will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

### Representative's Reports

The Lord Mayor will invite each Alderman in turn to report to Council on any outside Committee or organisation on which the member represents Council. The reports will be confined to matters of substance which the member believes is of interest to Council and up to 5 minutes only will be allowed for reports in respect of each particular Committee or organisation.

### Questions by Members

To allow members to ask questions of each other and staff. No debate to be allowed on questions and members to appreciate that some detailed questions may need to be put on notice.

### General Business

The Lord Mayor will invite Aldermen to introduce any General Business. The procedure will be that any general business must be introduced by the moving of a motion. The normal rules of debate will then apply with the motion only being discussed if seconded. Any questions on various matters should be asked outside of the meeting.

Matters to be raised in the General Business section at an Ordinary Council Meeting are to be limited to issues of a minor nature. Major issues are required to be presented by a Notice of Motion in accordance with By-Law No. 151 of the City of Darwin By-Laws. Issues raised purely for the information of Council or to seek reference to an appropriate Council committee may be raised under the General Business section of the meeting.

Where matters are raised by an elected member in General Business which do not result in a motion, these matters may be recorded if the Elected Member so requires.

### Meal Break

A meal break will be held at the conclusion of Ordinary Council Meetings or by no later than 8:00 pm.

### Closure of the Meeting to the Public

Resolution to close the meeting to the public to consider certain matters prescribed as confidential.

### Adjournment of Meeting and Media Liaison

Fifteen minute break for media liaison.

### Recording Of Voting

The names of members voting for or against motions at Council Meetings will only be recorded as the result of a division or upon request from individual members.



### Rescission Motions

A Notice of Motion to rescind or alter a resolution of the Council should be in the hands of the Lord Mayor and Aldermen at least four business days prior to the meeting at which it is to be considered.

### Late Reports

Late reports to Council Meetings should only be admitted on the following grounds:

- Either a decision on a matter of reasonable importance is required by an outside party, or an important internal matter which was unforeseen and, in both cases, could not reasonably wait until the next meeting.
- Where some prompt action is required in the interests of public relations to offset, counter or correct some unfavourable publicity or action against Council.

The Lord Mayor or the Chief Executive Officer will have the final say as to the submission of late reports to Council.

### Visitors

As a matter of protocol any visitor to a Council meeting from another local government, or Territory, State or Federal jurisdiction, whether formal or informal, will be acknowledged, recorded in the minutes and introduced to Council at the beginning of the meeting.

### Disabled Persons Attendance

Council will reimburse the taxi travel costs of disabled people attending formal Council and Committee meetings.

## **PART D - COMMITTEE MEETINGS**

Committee meetings will be conducted as per Part C - Council Meetings.

### Changing the Time of Meetings

The scheduled date/time of Committee Meetings will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule. Any such request will be made to the Chair of the Committee, along with reasons for the proposed change. If in agreement, the Chair of the Committee will advise the Chief Executive Officer of the proposed date, time and place of the rescheduled meeting.

The Chief Executive Officer will consult with members of that Committee to seek agreement to the proposed change. This process will be followed until such time as agreement is reached.

#### Attendance Of Observers

Council's Policy on Observers at Committee meetings will be as follows:

- Chairs of Committees will invite elected member observers present at the meeting to identify items on the agenda they have an interest in.
- Those items will be withdrawn for discussion by the meeting.
- Elected Member observers will have the opportunity to speak but not vote as those items are dealt with (either in the order of the agenda, or with the approval of the meeting immediately following the commencement of the business of the meeting).

Where attendance at a meeting is planned by a non-committee Elected Member, they are encouraged to notify the Chairman and identify the areas of interest prior to the meeting.

#### Status of Motions

In situations where a committee of Council is unable to reach a decision on a matter before it, that matter is to be referred to the Council as:

- a recommendation submitted for the purpose of debate, or
- a matter referred to Council by a committee for consideration.

With the exception of matters referred to Council or a committee of Council for information only, all matters shall be determined by a resolution clearly setting out a decision on the matter.

#### Substitute Members

Where a Committee Alderman is aware of a forthcoming absence from a Committee meeting that may preclude quorum from being attained, the Alderman should notify the Chief Executive Officer in time to make arrangements for a substitute elected member/s to attend the Committee meeting to ensure a quorum.

#### Advisory Committee Substitute Members

Where Council has established an Advisory Committee and has appointed members to those committees representing various community groups or organisations, those groups or organisations will appoint a substitute member of the committee for attendance at such meetings of the management or advisory committees when the appointed member is absent.

### Terms Of Reference

These are set out in the Elected Members Committee Booklet.

### Distribution of Business Papers including Confidential Business

Refer section dealing with Council Meetings

## **Part E - Meeting Procedures General**

### Deputations & Presentations

#### *Purpose:*

To establish a framework and protocol for delegations to Council/Committees and for making presentations.

#### *Definition:*

**Deputation** where 1 (one) or more people are to address the Council/Committees on a matter. A delegation will normally relate to a matter before the Council which the Council is to make a decision on.

**Presentation** where 1 (one) or more people are to make a presentation to the Council/Committees on a matter. A presentation will, as a rule, supply the Council with information which requires only to be received and noted.

#### **Materials** A. Handouts

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Elected Members.

This material may include:

- i. PowerPoint
- ii. Reports
- iii. Plans, etc

Electronic presentations should be supplied to the CEO's office prior to the appropriate meeting.

#### B. Displays

Material to be on display must be submitted to the CEO's office in sufficient time to allow it to be displayed prior to the meeting commencing.

*Time Allowed:*

As a general rule each delegation/presentation will be allowed 15 minutes followed by questions and discussions.

The Council may allow more time should it wish to be more informed.

*Protocols:***A. Council/Committee**

- i). The Council or Committee shall make every effort to make members of the delegation or presenters feel welcome and to extend courtesy to them.
- ii). Questions shall be framed and asked in a polite manner.

**B. Presenters, etc**

- i). When addressing the Council/Committee, presenters shall, at all times, be polite and shall keep the presentation as brief as possible.

*Guidelines to Presenters:*

- i). Keep the presentation as brief as possible and avoid, wherever possible, repeating what has already been provided in writing.
- ii). Be clear and precise as to what you are seeking
- iii). Provide advance copies of materials/handouts

**Mobile Phones**

It is requested that Elected Members refrain from the use and operation of mobile telephones whilst Council and Committees are meeting but should there be a need to receive calls, that Aldermen turn their mobile telephones onto silent mode.

**Open Forums**

Council will hold 30 minute open forum public question times immediately prior to each 2<sup>nd</sup> Ordinary Council Meeting, where questions from the public may be directed in an informal but orderly manner through the chair and answers provided by Elected Members and staff.

**School Visits**

Council encourages visits by schools to City of Darwin and the conduct of information sessions on the roles and responsibilities of Local Government.

## 5 Legislation, terminology and references

### Legislation

City of Darwin By-Laws  
Northern Territory Local Government Act  
Northern Territory Regulations

### Terminology

**Executive Leadership Team** includes the City of Darwin Chief Executive Officer, General Manager Corporate Services, General Manager Community and Cultural Services, General Manager Infrastructure Services and Executive Manager, Office of Chief Executive.

**Staff** includes council employees, contractors, volunteers and all others performing work on behalf of council.

**References** are documents which are relevant to any policy or procedure in order to assist people to understand apply or comply with, the policy.

### References

Procedures for Ordinary Council Agendas & Minutes  
Meeting Procedures Code of Practice for Council and Committee Meetings  
Meeting Procedures Handbook for Council and Committee Meetings  
City of Darwin Policy No 014 - Code of Conduct - Elected Members  
City of Darwin Policy No 015 - Deputy Lord Mayor  
City of Darwin Policy No 018 - Lord Mayor  
City of Darwin Policy No 030 - Governance - General  
City of Darwin Policy No 036 - Caretaker Period

## 6 Implementation and delegation

Delegations specific to each Committee are incorporated with the Terms of Reference and membership requirements for that Committee – refer the Elected member Handbook.

### Chief Executive Officer

The Chief Executive Officer is responsible for implementing the practices outlined in this policy.

### Office of the Chief Executive

The Office of the Chief Executive is responsible for carrying out the administrative requirements.

## **7 Evaluation and review**

This policy is to be reviewed once per term of Council.

**TITLE:** Webcasting of Council Meetings  
**POLICY NUMBER:** 043 (addendum)  
**ADOPTED BY:** Council  
**NEXT REVIEW DATE:** 01/06/2013  
**RESPONSIBILITY:** Executive Manager  
**DOCUMENT NUMBER:** 3096879

Version	Decision Number	Adoption Date	History
1	21\1250	16/07/2013	Adopted as pilot
2	21\1794	11/02/2014	Adopted
3			

## 1 Policy Summary

This Policy provides standards and guidelines for the transparent management of webcasting of the Open Section of Council meetings. The Policy applies to Ordinary Council meetings to be held in Council Chambers, Harry Chan Ave, Darwin.

## 2 Policy Objectives

The objective of this Policy is to establish a framework governing the webcasting of Council meetings.

## 3 Background

City of Darwin holds two monthly Ordinary Council Meetings. These meetings are held in Council Chambers at the Civic Centre, Darwin, with the main meeting (2<sup>nd</sup> Ordinary Council Meeting) being held on the last Tuesday of each month. The 1<sup>st</sup> Ordinary Council Meeting is scheduled two weeks prior.

Pursuant to Section 65(1) of the Local Government Act 2012, Council meetings are open to the public. In accordance with Council's strategic objectives to encourage community participation in the effective and responsible governance of the municipality and to enable greater community involvement in Council meetings, Council has installed webcast equipment in Chambers for the live streaming, or webcasting, of Ordinary Council Meetings over the Internet. Webcasting meetings will also raise community awareness and understanding of the decision making process in Council.

## 4 Policy Statement

### 4.1 Notify Audience of Webcast

At the commencement of each Ordinary Council Meeting held in Chambers, the Chief Executive Officer or his delegate shall notify all those present, including Elected Members, City of Darwin staff members, members of the public in the gallery and the media, that the meeting will be webcast on the Internet.

All those present will also be advised that the webcast will last the full length of the Open Section of the meeting unless terminated in accordance with this policy.

The Chief Executive Officer or his delegate will also ensure appropriate prior notification that the meeting is to be webcast is provided in the form of signage and notices at the entry to the Council Chamber.

The visual recording equipment will be configured to avoid coverage of the public gallery area in the webcast.

#### **4.2 Authority to Terminate**

Subject to clause 4.3 below, the Chief Executive Officer or his delegate has the discretion and authority at any time to direct webcasting of the meeting be terminated if his or the Meeting's judicious assessment deem continuation of webcasting may prejudice the Meeting or infringe the rights or safety of an individual.

#### **4.3 Closure of Meeting to the Public**

If pursuant to Section 65(2) of the Local Government Act 2012, the public may be excluded while business of a kind classified by the regulations as confidential business is being considered, the webcasting of the meeting shall be terminated.

### **5 Legislation, terminology and references**

Chapter 6 of the Local Government Act sets forth the requirements for Council meetings.

### **6 Implementation and delegation**

The Executive Manager will be responsible for the implementation of this policy.

### **7 Evaluation and review**

This policy addendum will be reviewed in line with Policy 043 Meetings, Meeting Procedures and Committees.





# ATTACHMENT D



## 21st Council Committee Booklet 1 July 2016 - 14 July 2017





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**AS AT 5 JANUARY 2017**



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## **LORD MAYOR**











Lord Mayor Katrina Mary Fong Lim



## **DEPUTY LORD MAYOR**

THAT in accordance with Part 4.3 of the Local Government Act 2008 and Council Policy No. 015, one of the 12 Alderman be elected as Deputy Lord Mayor for a period of five months and two weeks with the intention being that each Alderman be given the opportunity to act for a period of five months and two weeks, during the term of the 21<sup>st</sup> Council.



Chan Ward		Lyons Ward	
Robin Knox		Mick Palmer	
Bob Elix		Emma Young	
		Simon Niblock	
Richardson Ward		Waters Ward	
Rebecca Want de Rowe		Justine Glover	
Garry Lambert		Gary Haslett	
George Lambrinidis			



## **CITY OF DARWIN EXECUTIVE COMMITTEES**




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### **ADMINISTRATIVE REVIEW COMMITTEE**

Membership will comprise of Elected Members only.

#### **Membership:**

- ⇒ Lord Mayor
- ⇒ Alderman Robin Knox(Chair)
- ⇒ Alderman Emma Young
- ⇒ Alderman Rebecca Want de Rowe

***Decision No. 21\4527 (12/05/15) - THAT all other Aldermen be appointed as Alternates to the Administrative Review Committee, for the period 1 July 2016 to 14 July 2017.***

#### **Committee's Purpose:**

To undertake internal reviews in accordance with Part 18.1 of the Local Government Act 2008

#### **Meeting Frequency:**

As required.

#### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

#### **Delegation:**

Upon receipt of an application of review in accordance with Part 18.1 of the Local Government Act 2008.




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## **COMMUNITY & CULTURAL SERVICES COMMITTEE**

Membership will comprise of Elected Members only.

### **Membership:**

- ⇒ Lord Mayor
- ⇒ Alderman Robin Knox (Chair)
- ⇒ Alderman Justine Glover
- ⇒ Alderman Simon Niblock

***Decision No. 21\4527 (14/06/16) - THAT all other Aldermen be appointed as Alternates to the Community & Cultural Services Committee, for the period 1 July 2016 to 14 July 2017.***

### **Committee's Purpose:**

The Council assigns the following program profiles to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- Recreation & Leisure
- Family and Children Services
- Sister Cities
- Libraries
- Cultural Services
- Liquor Licences
- Youth Services
- Customer Services

Composition of the Community and Cultural Services Committee will be aligned as near as possible to representation on such Committee's as Arts and Cultural Development and the Disability Advisory Committee.

### **Meeting Frequency:**

Monthly meetings between February - November.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

The power to make recommendations to Council and decisions relating to Community & Cultural matters within the approved budget.



## **CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE**

Membership will comprise of Elected Members only.

### **Membership:**

- ⇒ Lord Mayor
- ⇒ Alderman Gary Haslett (Chair)
- ⇒ Alderman George Lambrinidis
- ⇒ Alderman Mick Palmer

***Decision No. 21\4527 (14/06/16) - THAT all other Aldermen be appointed as Alternates to the Corporate & Economic Development Committee, for the period 1 July 2016 to 14 July 2017.***

### **Committee's Purpose:**

The Council assigns the following program profiles to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- |  |                               |
|--|-------------------------------|
| • Business Services                    | • Fleet Management            |
| • Contract Administration              | • Strategic Services          |
| • On and Off Street Parking Operations | • Communications & Engagement |
| • Property Management                  | • Governance                  |
| • Records and Information Management   | • Darwin Entertainment Centre |
| • Employee Relations                   | • Information Technology      |
| • Risk Audit and Safety                | • Animal Management           |
| • Financial & Management               | • Regulatory Services         |

### **Meeting Frequency:**

Monthly meetings between February - November.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

The power to make recommendations to Council and decisions relating to Corporate & Economic Development matters within the approved budget.





## **ENVIRONMENT & INFRASTRUCTURE COMMITTEE**

Membership will comprise of Elected Members only.

### **Membership:**

- ⇒ Lord Mayor
- ⇒ Alderman Garry Lambert (Chair)
- ⇒ Alderman Bob Elix
- ⇒ Alderman Rebecca Want de Rowe
- ⇒ Alderman Emma Young

**Decision No. 21\4527 (14/06/16)** - *THAT all other Aldermen be appointed as Alternates to the Environment & Infrastructure Committee, for the period 1 July 2016 to 14 July 2017.*

### **Committee's Purpose:**

The Council assigns the following program profiles to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- |                     |                       |                      |
|---------------------|-----------------------|----------------------|
| • Asset Management  | • Stormwater Drainage | • Planning           |
| • Building Services | • Maintenance         | • Road Construction  |
| • Cemeteries        | • Street Cleaning     | • and Traffic        |
| • Mosquito control  | • Urban Forest        | • Management         |
| • Operations        | • Management          | • Urban Enhancement  |
| • Parks & Reserves  | • Infrastructure      | • Climate Change and |
| • Pathways          | • Projects            | • Environment        |
| • Road maintenance  | • Infrastructure      | • Waste Management   |
| • Sporting Areas    | • Maintenance         | • Outdoor Dining     |
|                     | • Design              | • Signage            |

Composition of the Environment and Infrastructure Committee be aligned as near as possible to representation on the CBD Parking Advisory Committee.

### **Meeting Frequency:**

Monthly meetings between February - November.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

The power to make recommendations to Council and decisions relating to Environment & Infrastructure matters within the approved budget.




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### **CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION COMMITTEE**

#### **Membership:**

- ⇒ Lord Mayor
- ⇒ Deputy Lord Mayor
- ⇒ Chair Community & Cultural Services Committee
- ⇒ Chair Environment & Infrastructure Committee
- ⇒ Chair Corporate & Economic Development Committee
- ⇒ Independent facilitator

#### **Committee's Purpose:**

The Council assigns the following functions to the Committee for the purpose of consideration and decisions as follows:

- Undertake the annual performance evaluation of the Chief Executive Officer

#### **Meeting Frequency:**

Quarterly Meetings.

#### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

#### **Delegation:**

The power to conduct and finalise the appraisal of the CEO.




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## **RISK MANAGEMENT & AUDIT COMMITTEE**

### **Membership:**

#### **City of Darwin**

- ⇒ Alderman Mick Palmer
- ⇒ Alderman Gary Haslett (Chair Corporate & Economic Development Committee)
- ⇒ Alderman Robin Knox (First Alternate)

#### **Community**

Two Community Representatives with one of those Community Representatives being the Chair:

- ⇒ Ian Summers (Chair)
- ⇒ Craig Spencer

### **Committee's Purpose:**

This is an advisory committee whose purpose is to report to and provide advice on Council's audit process including:

- Review Annual Financial Statements
- Review Auditors Report
- Monitor Internal Audit Program
- Monitor Internal Controls
- Monitor Corporate Governance
- Performance Auditing

### **Meeting frequency:**

Minimum four (4) meetings per year.

### **Term of Appointment and appointed by:**

2 year appointment by City of Darwin for Community Representatives.

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

Powers to make decisions relating to:

- follow up issues arising from internal and external audits
- the management of outstanding and completed audit issues registers
- the receipt and acceptance of strategic and operational risk assessments




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## **STRATEGIC TOWN PLANNING COMMITTEE**

Membership will comprise of Elected Members only.

### **Membership:**

- ⇒ Lord Mayor
- ⇒ Alderman Bob Elix
- ⇒ Alderman Justine Glover
- ⇒ Alderman Gary Haslett
- ⇒ Alderman Robin Knox
- ⇒ Alderman George Lambrinidis
- ⇒ Alderman Garry Lambert
- ⇒ Alderman Simon Niblock (Chair)
- ⇒ Alderman Mick Palmer
- ⇒ Alderman Rebecca Want de Rowe
- ⇒ Alderman Emma Young

### **Committee's Purpose:**

The Council assigns the following functions to the Committees for the purpose of consideration and decisions as follows:

- Development Applications referred from the Development Consent Authority
- Town Planning Strategy, Policies and Procedures
- Development and Planning Matters referred to Council from Developers, Community Groups and Individuals
- Signage Applications, Policies and Procedures

### **Meeting Frequency:**

Minimum of Bi-Monthly meetings.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

The power to make recommendations to Council and decisions relating to Strategic Town Planning matters within the approved budget.

Committee of the Whole.



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## **CITY OF DARWIN ADVISORY COMMITTEES**




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## **ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE (ACDAC)**

### **Membership:**

#### City of Darwin

- ⇒ Alderman Robin Knox (Chair, Community & Cultural Services)
- ⇒ Alderman Emma Young (Alternate)
- ⇒ Arts and Cultural Development Officer

#### Community

- ⇒ Minimum of ten (10) positions with (4) additional places allocated (if further skill sets required).
- ⇒ Organisational representatives from Darwin Entertainment Centre and ArtsNT.
- ⇒ Individual Members

### **Committee's Purpose:**

This is an advisory committee with the following purpose:

- Facilitate, advocate and provide advice to further the development of arts and culture, recognising Darwin's diverse cultural resources.
- Actively promote arts and cultural celebration, participation, collaboration and cultural identity.
- Provide opportunities for skills development and creative expression which values, supports and enables artistic excellence to flourish.
- Promote access to quality art experiences.
- Encourage the involvement of the community in art and cultural development within Council's planning functions.
- Monitor and evaluate the value of arts and cultural development to Council's planning.
- Promote the importance for arts to be considered in developments throughout Darwin.
- Provide a forum for the sharing of ideas and resources between Council and the community and provide mutual support and assistance in developing and implementing public art activities in Darwin.
- Identify arts projects which may be appropriate for Council to seek funding to develop.
- Provide advice to Council on issues falling within the Arts and Cultural Development policy and Public Art Guidelines.

### **Meeting frequency:**

Bi-monthly.

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**Term of Appointment and appointed by:**

Appointed Committee members shall remain so for a set period of two (2) years and at the end of any two year term, retiring members may re-apply for membership.

Elected Members – 1 July 2016 to 14 July 2017

**Delegation:**

This advisory committee makes recommendations to the Community & Cultural Services Committee.




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## **BOMBING OF DARWIN & MILITARY HISTORY ADVISORY COMMITTEE**

### **Membership:**

#### City of Darwin

- ⇒ Lord Mayor (Chair)
- ⇒ Alderman Gary Haslett
- ⇒ Aldermen Mick Palmer (Alternate)
- ⇒ General Manager Community & Cultural Services
- ⇒ Executive Manager

#### NT Government

- Tourism NT
- Department of Natural Resources, Environment, the Arts and Sport

#### Department of Veterans' Affairs

- Returned Services League

#### Tourism Top End

#### Darwin Military Museum

#### Aviation Historical Society of the NT Inc.

### **Committee's Purpose:**

This is an advisory committee with the following structure, aims and objectives:

1. NAME OF COMMITTEE:

Bombing of Darwin & Military History Advisory Committee

2. AIM:

For the Bombing of Darwin & Military History Advisory Committee to strengthen the tourism, historical, cultural and educational prospects of the raft of events and activities relating to Darwin's military heritage.

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## **BOMBING OF DARWIN & MILITARY HISTORY ADVISORY COMMITTEE**

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### **3. OBJECTIVES:**

The objectives of this committee will be to:

- 3.1 Develop the tourism, historical, cultural and educational prospects and aspects of both the Bombing of Darwin event and Darwin's broader military history.
- 3.2 Provide a strong vision for the infrastructure, activities and events that promote the Bombing of Darwin and Darwin's broader military history.
- 3.3 Establish effective partnerships with key stakeholders engaged in participating in and promoting the Bombing of Darwin event and Darwin's broader military history.
- 3.4 Explore the prospect of a formal link between Darwin and Honolulu via the development of a Sister City or Friendship City relationship.

### **4. TARGET GROUP:**

- 4.1 WW11 veterans and their families
- 4.2 Residents of the Darwin community
- 4.3 Prospective interstate and international visitors to Darwin

### **5. MEETING FREQUENCY:**

6 – 8 times per year

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

This advisory committee makes recommendations to the Community & Cultural Services Committee.




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## **ACCESS AND INCLUSION ADVISORY COMMITTEE**

### **Membership:**

#### City of Darwin

- ⇒ Member Simon Niblock
- ⇒ Alderman Robin Knox (Alternate)
- ⇒ Community Development Officer

#### Community

The number of community positions on the Committee shall be a maximum of ten (10) with three (3) additional places allocated to allow professional involvement and to ensure coverage of a broad range of disability types.

### **Committee's Purpose:**

This is an advisory committee whose purpose is to inform and advise Council in relation to its responsibilities to ensure equity of access to people with disabilities in the application of Council procedures or Council's provision of services and facilities.

The Committee will comprise representatives of a broad range of people from the disabled community who have awareness and specialist knowledge of disability issues. Invitation to nominate for membership to the Committee will be made publicly known and accessible to any interested person.

- To monitor the implementation and annual reviews of Council's Action Plan under the Disability Discrimination Act thereby ensuring access works required are included in Council budget deliberations.
- To keep Council informed of developments in standards and technology where these may impact on Council's responsibility to provide equitable access to services and facilities.
- To identify actions which Council may take to improve access on Council property.
- To monitor the progress of complaints and requests associated with access issues through statistics reported to each meeting.
- To provide education, feedback and information to the Darwin community to facilitate community awareness of the needs and rights of people with disabilities and on the work of the Committee through promotions, public forums and other initiatives.
- To report information and recommendations to Council from each meeting.

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**Meeting frequency:**

Minimum 6-8 meetings per year.

**Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.

Elected Members – 1 July 2016 to 14 July 2017

**Delegation:**

This advisory committee makes recommendations to the Community & Cultural Services Committee.



## **YOUTH ADVISORY COMMITTEE (YAG)**

### **Membership:**

#### **City of Darwin**

- ⇒ Alderman George Lambrinidis
- ⇒ Alderman Robin Knox (Alternate)
- ⇒ Council Officer - Youth Services Project Officer.

#### **Community**

Maximum of 15 Youth Representatives.

### **Committee's Purpose:**

The Youth Advisory Group (YAG) is a group of young people, the Council Youth Officer, an elected member of Council and two youth workers who get together to discuss and plan around issues and needs affecting young people. YAG is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAG also assists Council in making sure that both the services and the way Council goes about its business are as youth friendly and as fair as possible, so that all young residents of Darwin can be equally included and are able to participate in their community. The overall aim of YAG is to give young people and youth service workers a say in voicing their concerns on matters and issues that are important to them and are related to Council. In order to do this it needs to have a wide cross section of the youth community. The YAG will also aim at helping the young people involve, develop leadership, communication, teamwork and public speaking skills.

### **Meeting Frequency:**

Meet at a minimum once per month.

### **Term of Appointment and appointed by:**

One (1) year appointment by City of Darwin from March to February the following year. Each February, retiring members can reapply for membership to YAG, but may not serve more than three terms in a row. At times, members may leave YAG before completing their year's term. Replacement members can be appointed by Council when this is needed. For those members who have reached the age of 21 during the year, they may still remain a member for the current term, but must retire at the end of the term.

Elected Members – 1 July 2016 to 14 July 2017

### **Delegation:**

This advisory committee makes recommendations to the Community & Cultural Services Committee.



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### **SISTER CITIES ADVISORY COMMITTEES**

#### **Delegation:**

The committees act in an advisory capacity, making recommendations to the Community & Cultural Services Committee.

THAT effective as of 14 June 2016, pursuant to Section 32 (2)(b) of the Local Government Act 2008, Council hereby delegates to the Ambon Sister City Advisory Committee, Anchorage Sister City Advisory Committee, Dili Sister City Advisory Committee, Haikou Sister City Advisory Committee and Kalymnos Sister City Advisory Committee the power to make decisions within the approved budget of \$4,000 with the understanding that:

- Funds are limited to \$4,000 for each financial year
- There are no carry forwards for unspent budget delegations
- International travel requires Council approval
- Projects can be planned and delivered over more than one financial year




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## **AMBON SISTER CITIES ADVISORY COMMITTEE**

### **Membership:**

#### City of Darwin

- ⇒ Alderman Gary Haslett
- ⇒ Alderman Robin Knox
- ⇒ Cultural Partnerships Officer

#### Community

- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors
- The Chair of an Advisory Committee is elected by that committee (on approval by the Community & Cultural Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

### **Committee's Purpose:**

The committee will facilitate the Sister City relationship at a community level.

- Promote international friendship, peace and goodwill, economic, cultural, educational, recreational and other beneficial exchanges.
- Promote University and tertiary co-operation, an awareness and appreciation of the traditions, customs, and culture of Darwin and its Sister Cities.
- Promote Darwin, support the Gull Force veterans' annual pilgrimage and ANZAC Day ceremonies in Ambon.
- Support the annual Darwin/Ambon International Yacht Race, the exchange of teachers and students, the Northern Territory University exchange programs.

### **Meeting frequency:**

Minimum of every six weeks.

### **Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.

Elected Members – 1 July 2016 to 14 July 2017




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## **ANCHORAGE SISTER CITIES ADVISORY COMMITTEE**

### **Membership:**

#### City of Darwin

- ⇒ Alderman Garry Lambert
- ⇒ Alderman Robin Knox
- ⇒ Cultural Partnerships Officer

#### Community

- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors
- The Chair of an Advisory Committee is elected by that committee (on approval by the Community & Cultural Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

### **Committee's Purpose:**

The committee will facilitate the sister city relationship at a community level.

#### Within Darwin

- Create an understanding and appreciation of Anchorage, its people and America generally.
- Expand the Committee base to ensure its representative capacity of the Community.
- Promote the relationship between Darwin and Anchorage within the Community.

#### Between Darwin and Anchorage

- Expand the commitment and interaction between the two cities to include private, industry, educational institutions, tourism, other levels of government, sporting organisations, and other facets of the community.
- Actively pursue the aims, objectives and actions within the 5 year plan.
- Review annually and prioritise the short and long term projects within the 5 year plan.

### **Meeting frequency:**

Minimum of every six weeks.

### **Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.  
Elected Members – 1 July 2016 to 14 July 2017




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## **DILI SISTER CITIES ADVISORY COMMITTEE**

### **Membership:**

#### City of Darwin

- ⇒ Alderman Bob Elix
- ⇒ Alderman Gary Haslett
- ⇒ Cultural Partnerships Officer

#### Community

- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors
- The Chair of an Advisory Committee is elected by that committee (on approval by the Community & Cultural Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

### **Committee's Purpose:**

The committee will facilitate the sister city relationship at a community level.

- Perform an advisory role to the City of Darwin Sister Cities Management Committee.
- Foster good relations with the sister city by maintaining regular and open communication and working towards common goals.
- Develop and build upon the original reasons for establishing the affiliation and the specific characteristics of the relationship.
- Be responsible for intercity programs reflecting the mission of Darwin's Sister Cities Program.
- Positively promote the Sister Cities Program in the Darwin community and engage the community in program activities.
- Take an active role in program-related evaluation, planning, and goal setting activities.
- Support, promote and participate in wider Sister Cities Program activities.

### **Meeting Frequency:**

Minimum of every six weeks.

### **Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.

Elected Members – 1 July 2016 to 14 July 2017






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## **HAIKOU SISTER CITIES ADVISORY COMMITTEE**

### **Membership:**

#### **City of Darwin**

- ⇒ Alderman Justine Glover
- ⇒ Alderman George Lambrinidis
- ⇒ Cultural Partnerships Officer

#### **Community**

- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors
- The Chair of an Advisory Committee is elected by that committee (on approval by the Community & Cultural Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

### **Committee's Purpose:**

The committee will facilitate the sister city relationship at a community level.

- Promote friendship and mutual understanding between Darwin and Haikou.
- Promote economic, cultural, educational, recreational and other mutually beneficial activities.
- Promote an awareness and appreciation of the history and culture of Darwin and Haikou.
- Promote the Sister Cities relationship between Darwin and Haikou within the local community.
- Specific projects to be undertaken to include:
  - i. Darwin / Haikou student exchange program;
  - ii. Darwin / Haikou teacher exchange program;
  - iii. Development of economic activity through promotional displays and trade fares
  - iv. Interchange of delegates to annual festivals;
  - v. Regular exchange of Mayoral visits;
- Exchange of civic structures;
- Support for cultural activity through the Darwin Performing Arts Centre;
- Support for exchange of museum exhibits;
- Promotion of tourist activity;
- Encouragement of penpals;
- Exchange of information through written, audio and visual media.



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**Meeting Frequency:**

Minimum of every six weeks.

**Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.  
Elected Members – 1 July 2016 to 14 July 2017




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## **KALYMNOS SISTER CITIES ADVISORY COMMITTEE**

### **Membership:**

#### **City of Darwin**

- ⇒ Alderman George Lambrinidis
- ⇒ Alderman Mick Palmer
- ⇒ Cultural Partnerships Officer

#### **Community**

- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors
- The Chair of an Advisory Committee is elected by that committee (on approval by the Community & Cultural Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

### **Committee's Purpose:**

The Committee will facilitate the sister city relationship at a community level.

- Promote friendship and mutual understanding between Darwin and Kalymnos.
- Promote economic, cultural, educational, recreational and other mutually beneficial activities.
- Promote an awareness and appreciation of the history and culture of Darwin and Kalymnos.
- Promote the Sister Cities relationship between Darwin and Kalymnos within the local community.
- Specific projects to be investigated:
  - i. Darwin / Kalymnos student exchange program;
  - ii. Mayoral Delegations Visits;
  - iii. Recording history and culture in regard to Kalymnians in Darwin.
- Exchange of information through written and visual media.

### **Meeting Frequency:**

The Advisory Committees meet every six weeks.

### **Term of Appointment and appointed by:**

2 year appointment by City of Darwin for non-Council members.  
Elected Members – 1 July 2016 to 14 July 2017




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## **OUTSIDE COMMITTEES WITH LGANT-APPOINTED REPRESENTATION**

*All LGANT nominated appointments will be raised with Council when LGANT seeks nominations for the various positions.*

### **ANIMAL WELFARE ADVISORY COMMITTEE**

Alderman Rebecca Want de Rowe

### **CODE OF CONDUCT DISCIPLINARY COMMITTEE**

Alderman Garry Lambert  
Alderman Bob Elix

### **LOCAL GOVERNMENT WASTE ADVISORY BOARD**

General Manager Infrastructure

### **NEIGHBOURHOOD WATCH NT**

Alderman Gary Haslett

### **NT LIBRARY COMMUNITY REFERENCE GROUP**

Alderman Simon Niblock

### **NT MINISTERIAL ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS**

Alderman Bob Elix

### **NT WATER SAFETY ADVISORY COMMITTEE**

Alderman Bob Elix

### **REMOTE ACTIVE LIVING PROJECT WORKING GROUP**

Alderman Robin Knox



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**OUTSIDE COMMITTEES WITH CITY OF DARWIN  
APPOINTED REPRESENTATION**



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## **NORTHERN AUSTRALIA CAPITAL CITY COMMITTEE**

### **City of Darwin Appointed Representatives:**

- ⇒ Lord Mayor
- ⇒ Alderman George Lambrinidis
- ⇒ Alderman Rebecca Want de Rowe (Alternate)

### **Committee's Purpose:**

To provide a mechanism for co-ordination, planning and co-operation between the Territory Government and City of Darwin. City of Darwin and the Northern Territory Government have committed to work together with the Community to enhance the physical, social, artistic, historical, cultural, commercial and environmental aspects of Darwin with a focus on the central business area.

### **Meeting frequency:**

Maximum 4 meetings per year.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017




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## **COUNCIL OF CAPITAL CITIES LORD MAYORS (CCCLM)**

### **City of Darwin Appointed Representative**

⇒ Lord Mayor (ex-officio)

### **Committee's Purpose:**

To provide a national corporate entity for the effective co-ordination and representation of the special interests of the Capital Cities of the Australian States and the Northern Territory in their relations with other spheres of government.

### **Objectives:**

- To achieve comprehensive recognition of the special roles and status of each Capital city.
- To advance the economic base of each Capital City.
- To obtain from the State and Territory Governments specific recognition of the territorial and functional authority of the Capital Cities within their respective areas.
- To obtain from the Commonwealth Government tangible recognition of the Capital Cities as integral and vital parts of the Australian system of government.
- To achieve tangible acknowledgment from both Commonwealth and State Governments of the special financial disabilities experienced by the Capital Cities.

### **Meeting frequency:**

Minimum 2 meetings per year.

### **Term of Appointment**

The Lord Mayor is Council's Representative.




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## **COUNCIL OF THE AGEING NT BOARD (COTA)**

### **City of Darwin Appointed Representatives:**

⇒ Alderman Robin Knox

### **Committee's Purpose**

- Provide information to older people
- Develop policy and represent the views and interests of seniors
- Gain recognition of the diversity of senior's lives and their contributions to communities
- Provide education and training programs for individuals and clubs

### **Meeting frequency**

Minimum 4 meetings per year.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017





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### **DEVELOPMENT CONSENT AUTHORITY (DCA)**

**City of Darwin Nominated Representatives:**

- ⇒ Alderman Garry Lambert
- ⇒ Alderman Bob Elix
- ⇒ Alderman Justine Glover (Alternate)

**Committee's Purpose:**

To determine development applications within their division area. Also has a role in conduction hearing in relation to NT Planning Scheme amendments and providing reports to the Minister.

**Meeting frequency:**

Twice per Month.

**Term of Appointment and appointed by:**

Appointments to be made by the Minister for Lands and Planning.

Elected Members – 1 July 2016 to 14 July 2017



## **LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT)**

### **City of Darwin Appointed Representatives:**

- ⇒ Alderman R K Elix (*Vice President Municipal Member*)
- ⇒ Alderman G J Haslett (*Municipal Member*)

### **Committee's Purpose**

- Initiate, promote and foster the development of strong, effective Local Government throughout the Territory.
- represent, promote, maintain and protect the interests of member and Local Government generally.
- encourage networking and consultation amongst members to advance their interests
- provide information and advice to members on matters affecting Local Government
- monitor proposed legislation and keep members informed of proposals of governments affecting Local Government
- make legislative proposals to governments on issues that the Association considers necessary
- provide services as agreed to by resolution of members and/or the Executive
- support the Australian Local Government Association and State Local Government Associations and any other organisation committed to objectives similar to those of the Association.

### **Meeting frequency**

Minimum 2 general meetings per year.

### **Term of Appointment and appointed by:**

<p><b>DECISION NO.21\3783      (29/09/15)</b></p> <p><i>THAT Member R K Elix be nominated for the position of Vice President - Municipals on the Local Government Association of the Northern Territory Executive Board.</i></p> <p><b>DECISION NO.21\4040      (27/01/16)</b></p> <p><i>THAT Member G J Haslett be nominated as the City of Darwin member on the Local Government Association of the Northern Territory Executive.</i></p>	C
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## **TOP END REGIONAL ORGANISATION OF COUNCILS (TOPROC)**

### **City of Darwin Appointed Representatives:**

- ⇒ Lord Mayor
- ⇒ Alderman Simon Niblock

### **Committee's Purpose:**

TOPROC consists of 6 Councils - Darwin, Palmerston, Litchfield and Wagait, Belyuen Community Government Council & Coomalie Community Government working with organisations and the community to promote and foster economic and community and environmental management.

### **Meeting frequency:**

Quarterly.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 – 14 July 2017




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## **TOURISM TOP END**

### **City of Darwin Appointed Representatives:**

⇒ Alderman Gary Haslett

### **Committee's Purpose:**

Tourism Top End is the Regional Tourist Association for the Top End Region of Australia's Northern Territory which includes Kakadu National Park, Litchfield National Park, the Tiwi Islands, West Arnhem Land and Nhulunbuy on the Gove Peninsula.

Tourism Top End is a members' organisation providing a complimentary on-the-spot booking service for some 470 members' product throughout the region including accommodation, tours and charters, attractions, fishing charters and vehicle hire.

Tourism Top end also offer a comprehensive information service from Information Centres.

### **Meeting frequency:**

Minimum 11 meetings per year.

### **Term of Appointment and appointed by:**

Elected Members – 1 July 2016 to 14 July 2017

## 15. TOWN PLANNING REPORT/LETTERS

**ENCL:  
YES**

**1ST ORDINARY COUNCIL MEETING/OPEN**

**AGENDA ITEM: 15.1**

**COUNCIL RESPONSES TO PLANNING APPLICATIONS - MAY 2017**

**REPORT No.: 17TS0041 BS:hd**

**COMMON No.: 2547669**

**DATE: 16/05/2017**

**Presenter: Manager Design, Planning & Projects, Drosso Lelekis**

**Approved: General Manager Infrastructure, Luccio Cercarelli**

**PURPOSE**

The purpose of this report is to present to Council for consideration Planning Applications that were responded to between 1 April and 5 May 2017.

**LINK TO STRATEGIC PLAN**

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**

1. Collaborative, Inclusive and Connected Community

**Outcome**

- 1.4 Improved relations with all levels of government and significant stakeholders

**Key Strategies**

- 1.4.2 Play an active role in strategic and statutory planning processes

**KEY ISSUES**

- A summary of City of Darwin responses to the Development Consent Authority (DCA) for Development Applications exhibited between 1 April and 5 May 2017 is provided.
- As a result of only one Ordinary Meeting in April, City of Darwin officers understand that as of 5 May 2017, two applications have received Development Permits and two applications were heard by the Development Consent Authority at their meeting on the 5 May 2017.

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 REPORT NUMBER: 17TS0041 BS:hd  
 SUBJECT: COUNCIL RESPONSES TO PLANNING APPLICATIONS - MAY 2017

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## **RECOMMENDATIONS**

- A. THAT Report Number 17TS0041 BS:hd entitled Council Responses to Planning Applications - May 2017, be received and noted.
- B. THAT Council note Officers responses at **Attachment A**, which have either been resolved or heard by the Development Consent Authority, within Report Number 17TS0041 BS:hd entitled Council Responses to Planning Applications - May 2017.
- C. THAT Council endorse Officers responses to the Development Consent Authority within **Attachments B, C and D** to Report Number 17TS0041 BS:hd entitled Council Responses to Planning Applications - May 2017.

## **BACKGROUND**

City of Darwin responded to 21 Development Applications between 1 April and 5 May 2017.

## **DISCUSSION**

Of the 21 Development Applications, City of Darwin officers recommend supporting 17 (either subject to normal or specific conditions) and not supporting or objecting to four applications. This represents rates of 81% of the applications being supported or not supported until further matters are addressed, and 19% of the applications either not supported or objected to.

## **DEVELOPMENT APPLICATIONS**

### **Matters already considered by the Development Consent Authority**

As the result of only one Ordinary Meeting held in April, at the time of writing this report (5 May 2017), two applications are resolved and two applications were heard by the Development Consent Authority at their meeting on 5 May 2017.

Development Permits have been issued to the following two applications:

- Lot 11289 (16) Ward Crescent, Muirhead  
2x3 bedroom multiple dwellings in a single storey building - (Muirhead duplex)
- Lot 6018 (8) Willes Road, Berrimah  
Consolidation to create one lot – (Berrimah Business Park)

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The Development Consent Authority heard the following two applications at their meeting on 5 May 2017:

- Section 4298 & Portion 1827 (658 & 660) Stuart Highway Berrimah Showroom sales, offices, warehouse and shop in a single storey building – (Berrimah Post Office)

City of Darwin supported the application provided the following issues were adequately resolved:

- Access
  - Setbacks
  - Vehicle and Bicycle Parking
  - Signage
  - Vegetation
  - Awnings and Pedestrian Access
- Lot 534 (32) Progress Drive, Nightcliff  
 Alterations to an existing medical clinic including 4 consulting rooms (Nightcliff Shopping Centre)

City of Darwin did not support the application due to a car parking shortfall.

Officers responses to these four Development Applications are provided at **Attachment A**.

### **Matters to be considered by the Development Consent Authority**

#### **Development Applications supported or not objected to, subject to normal Council conditions**

The table below describes the Development Applications that are supported or not objected to by City of Darwin officers. Responses include Council's normal Development Permit conditions in regard to issues including, but not necessarily limited to, waste collection, access and stormwater drainage.

Responses to these Development Applications are provided at **Attachment B** to this report.

Property Address	Description of Development Proposal
Lot 1557 - Town of Nightcliff  <b>16 McKay Place, Millner</b>	Extensions to an existing single dwelling with reduced side and rear setbacks  (Requires 1.5m, proposes 1.34m. Development has been completed. Reduced setback resulted from the fence line being in the wrong location and used to measure from)



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Property Address	Description of Development Proposal
Lot 9731 - Town of Nightcliff <b>105 Rocklands Drive, Tiwi</b>	5 Storey car park addition to an existing hospital (Darwin public hospital)
Lot 5661 - Town of Darwin <b>58 Mitchell Street, Darwin</b>	Change in use from shop to gaming room (The Tap Bar)
Lot 614 - Town of Sanderson <b>31 Matthews Road, Anula</b>	Carport addition to an existing shed with a reduced side setback  (Requires 1.5m, proposes nil setback. The addition is 28 metres long, 3.5m high and results in a structure of approx. 270m <sup>2</sup> . Has received neighbours consent. Concerns regarding size is noted in Council's response)
Lot 4254 - Town of Sanderson <b>12 Edgeview Court, Leanyer</b>	Garage addition to an existing single dwelling with a reduced side setback  (Requires 1.5m, proposes 0.1m)
Lot 2604 - Town of Nightcliff <b>9 Lantana Circuit, Nightcliff</b>	Carport addition to an existing single dwelling with a reduced side setback  (Requires 1.5m, proposes 0.5m)
Section 6406 & 6407 - Hundred of Bagot <b>647 Stuart Hwy, Berrimah</b>	Consolidation to create one lot  (Berrimah Business Park)
Lots 9730 & 9731 - Town of Nightcliff <b>19 Florey Avenue &amp; 105 Rocklands Drive, Tiwi</b>	Subdivision and consolidation to create two lots (boundary realignment)  (Existing building works protrude over property boundary by 150mm. Increase public hospital land, reduce private hospital land by 16m <sup>2</sup> )
Lot 2355 - Town of Sanderson <b>44 Chambers Crescent, Malak</b>	Home occupation exceeding 30m <sup>2</sup> in area  (Permitted 30m <sup>2</sup> , proposes 17m <sup>2</sup> work area and 38m <sup>2</sup> wet season storage area)
Lot 6475 - Town of Darwin <b>68 Frances Bay Drive, Stuart Park</b>	Coastal reclamation and construction of sea wall for the purpose of extensions to an existing licensed club  (Dinah Beach Cruising Yacht Association)

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Property Address	Description of Development Proposal
Lot 2230 - Town of Nightcliff <b>120 Wellington Parade, Alawa</b>	Carport addition to an existing single dwelling with a reduced side setback  (Requires 1.5m, proposes nil setback. Neighbour has approved reduced setback)
Lot 1169 - Town of Sanderson <b>12 Sanderling St, Wulagi</b>	Carport addition to an existing single dwelling with a reduced side setback  (Requires 1.5m, proposes 0.45m)
Lot 6420 - Hundred of Bagot <b>22 Miles Road, Berrimah</b>	Unit title schemes subdivision to create six units and common property

**Development Applications supported subject to specific matters being adequately resolved:**

The table below describes the Development Applications that are supported by City of Darwin officers subject to the following specific matters being adequately resolved. Responses to these Development Applications are provided at **Attachment C** to this report.

Property Address	Description of Development Proposal	Specific Matters
Lot 7201 - Hundred of Bagot <b>96 Jessop Crescent, Berrimah</b>	Warehouse and 2 storey office	<ul style="list-style-type: none"> <li>Access (Completion of roundabout is required prior to development sign off)</li> </ul>

**Development Applications that have either not been supported or objected to:**

The following table describes the Development Applications that have not been supported or objected to by City of Darwin officers, for the reasons outlined.

Responses to these Development Applications are provided as **Attachment D** to this report.

PAGE: 6  
 REPORT NUMBER: 17TS0041 BS:hd  
 SUBJECT: COUNCIL RESPONSES TO PLANNING APPLICATIONS - MAY 2017

Property Address	Description of Development Proposal	Objected / Not Supported
Lot 11956 - Town of Nightcliff  <b>6 Samuel Street, Muirhead</b>	2x4 bedroom multiple dwellings in a single storey building  (Muirhead duplex)	<b>Not Supported</b>  Private open space dimensions do not comply  Car park located adjacent the front boundary
Lot 5013 - Town of Sanderson  <b>36 Longwood Avenue, Leanyer</b>	Shed addition to an existing single dwelling with a reduced front setback	<b>Objected to</b>  Requires 6m to front boundary, proposes 1.5m, at a height of 3.5m
Lot 2681 - Town of Nightcliff  <b>3 Sanders Street, Jingili</b>	Shade sail addition to an existing single dwelling with a reduced front and side setback	<b>Not Supported</b>  Front setback, requires 3m at a height of 2.5m - Proposes 1m at a height of 3m and 20 metres in length, covering the entire frontage of the existing dwelling  Side setback, requires 0.9m at a height of 2.5m - Proposes 1.3m at a height of 2.6m

### **CONSULTATION PROCESS**

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

- Strategic Town Planner
- Planning Officer

### **POLICY IMPLICATIONS**

Relevant Council policies are noted in individual letter responses.

### **BUDGET AND RESOURCE IMPLICATIONS**

Budget implications may arise from individual development applications, including payment in lieu of car parking, payment of various contribution plans, and long term upgrading of infrastructure and services as a result of accumulative development.

### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Risks, legal and legislative implications, if applicable, are noted in individual letter responses.

PAGE: 7  
 REPORT NUMBER: 17TS0041 BS:hd  
 SUBJECT: COUNCIL RESPONSES TO PLANNING APPLICATIONS - MAY 2017

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## **ENVIRONMENTAL IMPLICATIONS**

Environmental implications, if applicable, are noted in individual letter responses.

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

We the Author and Approving Officers declare that we do not have a Conflict of Interest in relation to this matter.

**DROSSO LELEKIS**  
**MANAGER DESIGN, PLANNING & PROJECTS**

**LUCCIO CERCARELLI**  
**GENERAL MANAGER INFRASTRUCTURE**

For enquiries, please contact Cindy Robson on 8930 0528 or email: [c.robson@darwin.nt.gov.au](mailto:c.robson@darwin.nt.gov.au).

### **Attachments:**

- Attachment A:** Letters for Development Applications already heard by the Development Consent Authority
- Attachment B:** Letters supporting or not objecting to applications subject to normal Council conditions, for Development Applications not yet considered by the Development Consent Authority
- Attachment C:** Letters of conditional support to Development Applications not yet considered by the Development Consent Authority
- Attachment D:** Letters not supporting or objecting to Development Applications not yet considered by the Development Consent Authority

7 April 2017

Please quote: 3504438 BS:hd

Your reference: PA2017/0117

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 11289 - Town of Nightcliff  
16 Ward Crescent, Muirhead**

**Proposed Development:**    **2x3 bedroom multiple dwellings in a single  
storey building**

Thank you for the Development Application referred to this office 24 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin supports the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b).   **The crossovers and driveways shall meet City of Darwin requirements.**
  - c).   **City of Darwin requests that the Authority require a schematic plan demonstrating all stormwater to be collected on the site and discharged underground to City of Darwin's stormwater drainage system.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged underground to City of Darwin's drainage network.

.../2

- 1). The plan shall include details of site levels and City of Darwin's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to City of Darwin's system.
- 2). City of Darwin requires a stormwater drainage plan to confirm that it is technically feasible to collect stormwater on the site and dispose of it into City of Darwin's stormwater drainage system. It is also necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

d). **Site Construction**

**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- The location, design and specifications for proposed and affected crossovers shall be provided at the applicant's expense, to the satisfaction of the General Manager Infrastructure, City of Darwin.

- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

7 April 2017

Please quote: 3506879 DB:hd

Your reference: PA2017/0124

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description: Sections 6018 & 6571 – Hundred of Bagot  
8 Willes Road, Berrimah**

**Proposed Development: Consolidation to create one lot**

Thank you for the Development Application referred to this office 28 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

i). **The City of Darwin does not object to the granting of a Development Permit.**

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

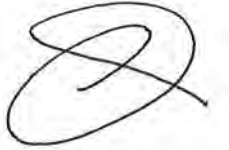
- Any easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to City of Darwin and/or neighbouring property owners.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.



If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

7 April 2017

Please quote: 3504318 DB:hd

Your reference: PA2017/0114

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Section 4298 & Portion 1827 - Hundred of Bagot  
658 & 660 Stuart Highway, Berrimah**

**Proposed Development:**              **Showroom sales, offices, warehouse and shop in  
a single storey building**

Thank you for the Development Application referred to this office 23 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

i).    **City of Darwin supports the granting of a Development Permit subject to the following matters being addressed.**

a).    **Access**

Council acknowledges that the land to the north of the proposed development is zoned Main Road and under the ownership of the Northern Territory Government. However, Council offers the following observations.

1). The access arrangement submitted may conflict with access points located on the northern side of the Stuart Highway and to the west.

Detail with regard to access and egress from Vigilant Lane is limited and no Traffic Impact Assessment has been provided. Subsequently, Council requires a Traffic Impact Assessment be provided as a condition precedent. In particular, details with regard to the provision

.../2

of access and egress in a forward motion for service vehicles and 19 metre long articulate vehicle, and the capacity of Vigilant Lane to accommodate such vehicles should be provided.

b). **Setbacks**

The amalgamation of Portions 1827 and 4298 Hundred of Bagot must precede the development in order to meet the requirements of Part 4 Item 9.0 of the Northern Territory Planning Scheme and further requirements of the National Construction Code (NCC).

c). **Vehicle and Bicycle Parking**

As indicated within the Statement of Effect provided by the applicant, the proposed development will result in a vehicle parking shortfall of 31 vehicles. Subsequently, Council requests a monetary contribution in accordance with the prescribed requirements of the Highway Commercial and Industrial Zones. In addition, due to the location of a cycle path along the Stuart Highway, Council requests the inclusion of bicycle parking and associated end of trip facilities within proximity of the proposed café/shop precinct.

d). **Signage**

It is requested that reference to any signage be removed from the plans, noting for the applicants purposes, that final designs for signage are subject to City of Darwin Policy No. 042 – Outdoor Advertising Signs Code and separate approval from Council where required.

e). **Vegetation**

The plans submitted indicate the use of palm trees for providing shade in vehicle parking area. Council suggests that an alternative form of vegetation be provided which maximizes shade for vehicles and pedestrians.

f). **Awnings and Pedestrian Access**

It is noted that the proposed development does not provide any covering for pedestrian and some portions of blank façade. Subsequently, Council requests that the applicant provide awnings along all northern and one western façade. In addition, Council recommends that an additional pedestrian link (crossing) be provided between 'Zone C' and 'Zone B Tenancy 3' to encourage greater pedestrian connection.

ii). **City of Darwin requests that should a development permit be issued, that the following be provided as a condition precedent:**

- a). City of Darwin requires a comprehensive **Traffic Impact Assessment** Report, to be prepared by a suitably qualified traffic engineer in accordance with the Austroads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities.

The Traffic Impact Assessment report is to also include swept paths for waste collection vehicles entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development. The developer will be required to institute all required upgrade measures resulting from the traffic assessment at no cost to City of Darwin.

- b). **A dilapidation report covering infrastructure within Council's road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
- c). **The crossover and driveway to Vigilant Lane shall meet City of Darwin requirements.**
- d). **Stormwater**  
City of Darwin requests that the Authority require a schematic plan demonstrating all stormwater to be collected on the site and discharged underground to City of Darwin's stormwater drainage system. The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged underground to City of Darwin's drainage network.
- 1). The plan shall include details of site levels and City of Darwin's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to City of Darwin's system.
  - 2). City of Darwin requires a stormwater drainage plan to confirm that it is technically feasible to collect stormwater on the site and dispose of it into City of Darwin's stormwater drainage system. It is also necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

e). **Waste**

City of Darwin requests that the Authority require a Waste Management Plan demonstrating waste disposal, storage and removal in accordance with City of Darwin's Waste Management Policy 054.

The applicant's plans fail to demonstrate adequate waste management, this includes:

- any access gates to the bin enclosure not being locked,
- there shall be no step between the bin enclosure and the collection area to allow for ease of access,
- the bin enclosure shall include a hose and wash down area with a drain connected to City of Darwin's stormwater system, and
- an unimpeded concrete access path to the bin enclosure from the development.

A copy of City of Darwin's Waste Management Policy 054 may be viewed on City of Darwin's website or by contacting City of Darwin's Infrastructure department.

f). **Site Construction**

City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

- iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

City of Darwin comments on issues for which it is the sole responsible authority, under the Local Government Act and associated By-Laws:-

a). **Building Identification**

In accordance with City of Darwin By-Laws, prior to occupation, the applicant shall ensure that a building number is displayed in a position clearly visible from the street. The number must be visible against the background on which it is placed, to the satisfaction of the General Manager Infrastructure, City of Darwin and at no cost to City of Darwin.

City of Darwin comments in relation to the Planning Act, the Northern Territory Planning Scheme and Land Use Objectives:-

b). **Vehicle Parking**

City of Darwin requests that the Authority require a monetary contribution is paid to City of Darwin in accordance with its Car Parking Contribution Plan in lieu of the on-site car parking shortfall as a result of this development. The NT Planning Scheme requires 284 car parking spaces and only 253 are provided on site.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No

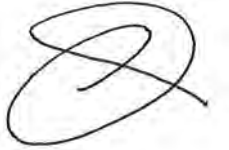
fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.

- Any gate over an access to a public road shall be placed on the subject site at least 4.5 metres from the face of the kerb line of the adjoining public road.
- Car parking spaces and internal driveways shall meet the requirements of the relevant Australian Standard and be line-marked and sealed with an impervious material.
- The total number of required disabled car parking bays shall be met on site.
- Pursuant to clause 6.5.2 of the Northern Territory Planning Scheme and s.70(5) of the Planning Act a monetary contribution shall be paid to City of Darwin for any determined parking shortfall.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed signage for the site shall be subject to a separate assessment in accordance with City of Darwin Policy Number 42 – Outdoor Advertising Signs Code.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**



7 April 2017

Please quote: 3504385 BS:hd

Your reference: PA2017/0125

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 534 - Town of Nightcliff  
32 Progress Drive, Nightcliff**

**Proposed Development:**            **Alterations to an existing medical clinic including  
4 consulting rooms**

Thank you for the Development Application referred to this office 23 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

i).    **City of Darwin does not support the granting of a Development Permit for the following reason:**

a).    **Car parking**

It is unclear which rooms within the medical clinic use are considered "consulting rooms" under the Northern Territory Planning Scheme. The application has only addressed the four labelled consulting rooms, without including parking for the pathology, audio or the treatment rooms. Council is therefore unable to determine the total number of car parking spaces required.

Should the Consent Authority determine a car parking shortfall, City of Darwin requests a monetary contribution is paid in accordance with its car parking contribution plan.

ii).    **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**

.../2

a). **Waste**

**City of Darwin requests that the Authority require a Waste Management Plan demonstrating waste disposal, storage and removal in accordance with City of Darwin's Waste Management Policy 054.**

The applicant's plans fail to demonstrate adequate waste management.

A copy of City of Darwin's Waste Management Policy 054 may be viewed on City of Darwin's website or by contacting City of Darwin's Infrastructure department.

iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

City of Darwin comments in relation to the Planning Act, the Northern Territory Planning Scheme and Land Use Objectives:-

a). **City of Darwin requests that the Authority require a monetary contribution is paid to City of Darwin in accordance with its Car Parking Contribution Plan in lieu of the on-site car parking shortfall as a result of this development.**

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Pursuant to clause 6.5.2 of the Northern Territory Planning Scheme and s.70(5) of the Planning Act a monetary contribution shall be paid to City of Darwin for any determined parking shortfall.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed signage for the site shall be subject to a separate assessment in accordance with City of Darwin Policy Number 42 – Outdoor Advertising Signs Code.
- Any proposed awnings at the site shall be subject to City of Darwin Policy Number 37 - Awnings, Balconies and Verandahs on Council Property.

- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written in a cursive style.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

12 April 2017

Please quote: 3509542 DB:hd

Your reference: PA2017/0141

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 1557 - Town of Nightcliff  
16 McKay Place, Millner**

**Proposed Development:**    **Extensions to an existing single dwelling with  
reduced side and rear setbacks**

Thank you for the Development Application referred to this office 31 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not object to the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.
  - 1).   City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

21 April 2017

Please quote: 3513135 BS:hd

Your reference: PA2017/0143

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                    **Lot 9731 - Town of Nightcliff**  
   **105 Rocklands Drive, Tiwi**

**Proposed Development:**    **5 storey car park addition to an existing hospital**


Thank you for the Development Application referred to this office 6 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

No issues are raised for this Development Application in relation to matters that fall within the responsibility of City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

21 April 2017

Please quote: 3513211 DB:hd

Your reference: PA2017/0148

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 5661 – Town of Darwin  
58 Mitchell Street, Darwin**

**Proposed Development:**    **Change in use from shop to gaming room (The  
Tap Bar)**

Thank you for the Development Application referred to this office 6 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not object to the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.
  - 1).   City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

b). **Site Construction**

**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

a). **Building Identification**

In accordance with City of Darwin By-Laws, prior to occupation, the applicant shall ensure that a building number is displayed in a position clearly visible from the street. The number must be visible against the background on which it is placed, to the satisfaction of the General Manager Infrastructure, City of Darwin and at no cost to City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.



- Any proposed signage for the site shall be subject to a separate assessment in accordance with City of Darwin Policy Number 42 – Outdoor Advertising Signs Code.
- Any proposed awnings at the site shall be subject to City of Darwin Policy Number 37 - Awnings, Balconies and Verandahs on Council Property.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

21 April 2017

Please quote: 3514233 DB:hd

Your reference: PA2017/0072

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:** Lot 614 - Town of Sanderson  
31 Matthews Road, Anula

**Proposed Development:** Carport addition to an existing shed with a reduced side setback

Thank you for the Development Application referred to this office 7 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i). **City of Darwin does not object to the granting of a Development Permit. However, please note the following concerns:**
- a) The proposed side setback variance to Table A Clause 7.3 Minimum building setbacks for ... residential buildings and associated structures of the Northern Territory Planning Scheme is considered to be excessive as the proposed development extends beyond the maximum height of 3.5 metres and extends beyond the maximum length of 9 metres (at approximately 28 metres long) for reduced side setbacks. In addition the allotment appears to be slightly higher than that of the adjoining allotment and may cause an undue impact upon the amenity of the neighboring allotment for future owners.
  - b) The proposed development is estimated to increase the total undercover area of the existing 'ancillary' structure to in excess of 270 square metres. It is questioned what the intended uses for the proposed development is and how it might impact the amenity of the residential locality.

.../2

- ii). **City of Darwin requests that should a development permit be issued, that the following be provided as a condition precedent:**
- a). **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b). **City of Darwin requests that the Authority require a schematic plan demonstrating all stormwater to be collected on the site and discharged underground to City of Darwin's stormwater drainage system.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged underground to City of Darwin's drainage network.
    - 1). The plan shall include details of site levels and City of Darwin's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to City of Darwin's system.
    - 2). City of Darwin requires a stormwater drainage plan to confirm that it is technically feasible to collect stormwater on the site and dispose of it into City of Darwin's stormwater drainage system. It is also necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Any gate over an access to a public road shall be placed on the subject site at least 4.5m from the face of the kerb line of the adjoining public road.

- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written in a cursive style.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3516355 BS:hd

Your reference: PA2017/0161

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 4254 - Town of Sanderson  
12 Edgeview Court, Leanyer**

**Proposed Development:**           **Garage addition to an existing single dwelling  
with a reduced side setback**

Thank you for the Development Application referred to this office 12 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not object to the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
- iii).   **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

City of Darwin comments on issues for which it is the sole responsible authority, under the Local Government Act and associated By-Laws:-

- b).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or**

.../2

**to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.

- 1). City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3516319 DB:hd

Your reference: PA2017/0160

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:** Lot 2604 - Town of Nightcliff  
9 Lantana Court, Nightcliff

**Proposed Development:** Carport addition to an existing single dwelling  
with a reduced side setback

Thank you for the Development Application referred to this office 12 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i). **City of Darwin supports the granting of a Development Permit.**
- ii). **City of Darwin requests that should a development permit be issued, that the following be provided as a condition precedent:**
  - a). **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b). **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.
    - 1). City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to

.../2

adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

c). **Site Construction**

**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- Any gate over an access to a public road shall be placed on the subject site at least 4.5 metres from the face of the kerb line of the adjoining public road.



- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3455802 DB:hd

Your reference: PA2017/0155

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description: Sections 6406 & 6407 - Hundred of Bagot  
647 Stuart Hwy, Berrimah**

**Proposed Development: Consolidation to create 1 lot**

Thank you for the Development Application referred to this office 12 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

i). **City of Darwin supports the granting of a Development Permit.**

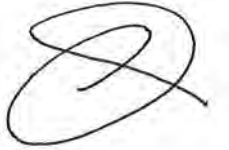
Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Any easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to City of Darwin and/or neighbouring property owners.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3518479 BS:hd

Your reference: PA2017/0132

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                    **Lots 9730 & 9731 - Town of Nightcliff  
19 Florey Avenue & 105 Rocklands Drive, Tiwi**

**Proposed Development:**    **Subdivision and consolidation to create 2 lots  
(boundary realignment)**

Thank you for the Development Application referred to this office 13 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

No issues are raised for this Development Application in relation to matters that fall within the responsibility of City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3518480 DB:hd

Your reference: PA2017/0157

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:                    Lot 2355 - Town of Sanderson  
    44 Chambers Crescent, Malak**

**Proposed Development:    Home occupation exceeding 30m<sup>2</sup> in area**

Thank you for the Development Application referred to this office 13 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin supports the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b).   **The crossover and driveway shall meet City of Darwin requirements.**
  - c).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection. The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.**

- 1). City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.
- d) **City of Darwin requests that the Authority require a Waste Management Plan demonstrating waste disposal, storage and removal in accordance with City of Darwin's Waste Management Policy 054.**

The applicant's plans fail to demonstrate adequate waste management, this includes:

- any access gates to the bin enclosure not being locked,
- there shall be no step between the bin enclosure and the collection area to allow for ease of access,
- the bin enclosure shall include a hose and wash down area with a drain connected to City of Darwin's stormwater system, and
- an unimpeded concrete access path to the bin enclosure from the development.

A copy of City of Darwin's Waste Management Policy 054 may be viewed on City of Darwin's website or by contacting City of Darwin's Infrastructure department.

- e). **Site Construction**  
**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

a). **Building Identification**

In accordance with City of Darwin By-Laws, prior to occupation, the applicant shall ensure that a building number is displayed in a position clearly visible from the street. The number must be visible against the background on which it is placed, to the satisfaction of the General Manager Infrastructure, City of Darwin and at no cost to City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- Any gate over an access to a public road shall be placed on the subject site at least 4.5 metres from the face of the kerb line of the adjoining public road.
- Car parking spaces and internal driveways shall meet the requirements of the relevant Australian Standard and be line-marked and sealed with an impervious material.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed signage for the site shall be subject to a separate assessment in accordance with City of Darwin Policy Number 42 – Outdoor Advertising Signs Code.
- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**



28 April 2017

Please quote: 3518482 DB:hd

Your reference: PA2017/0165

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:** Lot 6475 - Town of Darwin  
68 Frances Bay Drive, Stuart Park

**Proposed Development:** Coastal reclamation and construction of sea wall  
for the purpose of extensions to an existing  
licensed club

Thank you for the Development Application referred to this office April 13 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

i). **City of Darwin supports the granting of a Development Permit.**

Should this application be approved, the following conditions pursuant to the *Planning Act* and City of Darwin's responsibilities under the *Local Government Act* are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

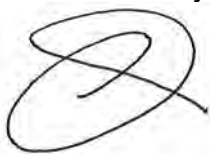
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- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- Any gate over an access to a public road shall be placed on the subject site at least 4.5 metres from the face of the kerb line of the adjoining public road.
- Car parking spaces and internal driveways shall meet the requirements of the relevant Australian Standard and be line-marked and sealed with an impervious material.
- The total number of required disabled car parking bays shall be met on site.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3518347 BS:hd

Your reference: PA2017/0164

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 2230 - Town of Nightcliff  
120 Wellington Parade, Alawa**

**Proposed Development:**    **Carport addition to an existing single dwelling  
with a reduced side setback**

Thank you for the Development Application referred to this office 13 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not object to the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.
- 1).   City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to

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adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

28 April 2017

Please quote: 3520521 BS:hd

Your reference: PA2017/0174

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 1169 - Town of Sanderson  
12 Sanderling St, Wulagi**

**Proposed Development:**    **Carport addition to an existing single dwelling  
with a reduced side setback**

Thank you for the Development Application referred to this office 19 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not object to the granting of a Development Permit.**
- ii).   **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).   **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b).   **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection. The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.**
- 1).   City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to

.../2

adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

3 May 2017

Please quote: 3525601 BS:hd

Your reference: PA2017/0175

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                    **Lot 6420 - Hundred of Bagot  
22 Miles Road, Berrimah**

**Proposed Development:**    **Unit title schemes subdivision to create 6 units  
and common property**

Thank you for the Development Application referred to this office 28 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

No issues are raised for this Development Application in relation to matters that fall within the responsibility of City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**DAVID BURROW**  
**ACTING STRATEGIC TOWN PLANNER**

21 April 2017

Please quote: 3513154 BS:hd

Your reference: PA2017/0147

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 7201 - Hundred of Bagot  
96 Jessop Crescent, Berrimah**

**Proposed Development:**    **Warehouse and two storey office**

Thank you for the Development Application referred to this office 6 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin supports the granting of a Development Permit provided the following issue is adequately addressed:**
  - a).    **Access**  
Access to the proposed development will be via a new driveway connected to an unbuilt roundabout, at the intersection of Jessop Crescent and Miles Road. The roundabout is to be constructed and on maintenance provided by City of Darwin, prior to the City of Darwin issuing final clearance for this development.
- ii).    **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a).    **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b).    **The access shall meet City of Darwin requirements.**



- c). **City of Darwin requests that the Authority require a schematic plan demonstrating all stormwater to be collected on the site and discharged underground to City of Darwin's stormwater drainage system.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged underground to City of Darwin's drainage network.

- 1). The plan shall include details of site levels and City of Darwin's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to City of Darwin's system.
- 2). City of Darwin requires a stormwater drainage plan to confirm that it is technically feasible to collect stormwater on the site and dispose of it into City of Darwin's stormwater drainage system. It is also necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

- d). **Waste**  
**City of Darwin requests that the Authority require a Waste Management Plan demonstrating waste disposal, storage and removal in accordance with City of Darwin's Waste Management Policy 054.**

The applicant's plans fail to demonstrate adequate waste management, this includes:

- any access gates to the bin enclosure not being locked,
- there shall be no step between the bin enclosure and the collection area to allow for ease of access,
- the bin enclosure shall include a hose and wash down area with a drain connected to City of Darwin's stormwater system, and
- an unimpeded concrete access path to the bin enclosure from the development.

A copy of City of Darwin's Waste Management Policy 054 may be viewed on City of Darwin's website or by contacting City of Darwin's Infrastructure department.

- e). **Site Construction**  
**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,

- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

City of Darwin comments on issues for which it is the sole responsible authority, under the Local Government Act and associated By-Laws:-

a). **Building Identification**

In accordance with City of Darwin By-Laws, prior to occupation, the applicant shall ensure that a building number is displayed in a position clearly visible from the street. The number must be visible against the background on which it is placed, to the satisfaction of the General Manager Infrastructure, City of Darwin and at no cost to City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- The location, design and specifications for proposed and affected crossovers shall be provided at the applicant's expense, to the satisfaction of the General Manager Infrastructure, City of Darwin.
- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at

the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- Car parking spaces and internal driveways shall meet the requirements of the relevant Australian Standard and be line-marked and sealed with an impervious material.
- The total number of required disabled car parking bays shall be met on site.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed signage for the site shall be subject to a separate assessment in accordance with City of Darwin Policy Number 42 – Outdoor Advertising Signs Code.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

21 April 2017

Please quote: 3512987 BS:hd

Your reference: PA2017/0151

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:** Lot 11956 - Town of Nightcliff  
6 Samuel Street, Muirhead

**Proposed Development:** 2x4 bedroom multiple dwellings in a single storey building

Thank you for the Development Application referred to this office 6 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i). **City of Darwin does not support the granting of a Development Permit for the following reasons:**
  - a). **Street Trees**  
Existing street trees adjacent the property, including two located in Samuel Street and four located in Taiyuan Street, are not identified in the Proposed Landscape Plan submitted with the application. City of Darwin requests that the Authority require an updated landscaping plan demonstrating the location of the street trees in relation to the proposed driveway. Any proposed works that may affect existing street trees requires a separate application to City of Darwin.
  - b). The table to Clause 7.5 of the Northern Territory Planning Scheme requires multiple dwellings with direct ground level access to have a minimum private open space area of 45m<sup>2</sup> with minimum dimensions of 5m x 5m. The submitted plans demonstrate that unit one does not meet this clause.

- c). The applicant is providing a single garage for each unit with additional car parking areas forward of the building line, 400mm from the front boundary. The plans demonstrate that this area is both vehicle parking and a vehicle turning area. City of Darwin does not support car parking areas forward of the building line for new developments as it would reduce streetscape amenity, reduce the ability to maintain passive surveillance to the street, limit the available area for landscaping and require vehicles to reverse out from a shared driveway.

If approved, the prospective resident may seek to provide shade and weather protection for their vehicles in the future and any structure would result in further reduced setbacks.

- ii). **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**

- a). **A dilapidation report covering infrastructure within the road reserve including the location of the street trees to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
- b). **The crossovers and driveways shall meet City of Darwin requirements.**
- c). **Prior to the endorsement of plans and prior to the commencement of works (including site preparation), approval by Council is required for any element of the building (separate to awnings) that is designed to be constructed or installed over City of Darwin road reserve.**
- d). **City of Darwin requests that the Authority require a schematic plan demonstrating all stormwater to be collected on the site and discharged underground to City of Darwin's stormwater drainage system.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged underground to City of Darwin's drainage network.
  - 1). The plan shall include details of site levels and City of Darwin's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to City of Darwin's system.
  - 2). City of Darwin requires a stormwater drainage plan to confirm that it is technically feasible to collect stormwater on the site and dispose of it into City of Darwin's stormwater drainage system. It is also necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

e). **Site Construction**

**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

iii). **Should the above issues be adequately addressed, City of Darwin offers the following comments:**

City of Darwin comments on issues for which it is the sole responsible authority, under the Local Government Act and associated By-Laws:-

b). **Protection of Street Trees**

All street trees shall be protected at all times during construction. Any tree on the footpath, which is damaged or removed during construction, shall be replaced, to the satisfaction of the General Manager Infrastructure, City of Darwin.

A Tree Protection Zone (TPZ) shall be constructed for all existing trees to be retained within the development, in accordance with Australian Standards - AS 4970-2009 Protection of Trees on Development Sites.

Copies of AS 4970-2009 Protection of Trees on Development Sites can be obtained from the Australian Standards web site.

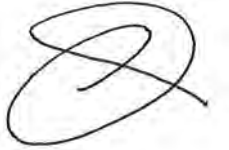
Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- The location, design and specifications for proposed and affected crossovers shall be provided at the applicant's expense, to the satisfaction of the General Manager Infrastructure, City of Darwin.
- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a smaller 'R' and a trailing flourish.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**



28 April 2017

Please quote: 3518481 BS:hd

Your reference: PA2017/0149

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 5013 - Town of Sanderson  
36 Longwood Avenue, Leanyer**

**Proposed Development:**            **Shed addition to an existing single dwelling with  
a reduced front setback**

Thank you for the Development Application referred to this office 13 April 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin objects to the granting of a Development Permit for the following reasons:**
- a).    The development application for an enclosed carport is seeking a 1.5 metre setback from the front boundary, which is a 4.5 metre variation to the front setback provisions of the Planning Scheme. Furthermore, with the removal of the majority of landscaping within the front yard, to accommodate the development, it is expected that an enclosed structure will detract from the overall visual aesthetics of the streetscape and surrounding amenity.
  - b).    A site visit confirmed considerable landscaping to City of Darwin verge adjacent the subject site. City of Darwin Policy No 051 – Verges, provides the predominant functions of a verge to provide a corridor for safe and convenient access by pedestrians as well as a service corridor for public utilities. The pedestrian access / maintenance corridor must be maintained with a minimum clearance of 1.5 metres (750 millimetre's either side of the centre line).

.../2

A search of Council records indicates that no permit has been issued for the landscaping of the verge adjacent the subject site. Any further works within the verge by City of Darwin or other service providers may result in the existing landscaping being either removed or reduced.

- ii). **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**
  - a). **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
  - b). **City of Darwin requests that the Authority require a schematic plan demonstrating that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.** The applicant's plans fail to demonstrate how on-site stormwater will be collected and discharged to City of Darwin's drainage network.
    - 1). City of Darwin stormwater discharge guidelines do not allow concentrated discharge of stormwater from a single dwelling lot to adjoining properties or the road reserve. All stormwater is to be piped or dispersed via sheet flow to the road reserve.

Should this application be approved, the following conditions pursuant to the *Planning Act* and City of Darwin's responsibilities under the *Local Government Act* are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Any proposed stormwater connections to City of Darwin stormwater system or proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Cindy Robson', written over a light grey rectangular background.

**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

7 April 2017

Please quote: 3504350 DB:hd

Your reference: PA2017/0121

Mr Tony Brennan  
Acting Manager Urban Planning  
Department of Infrastructure, Planning & Logistics  
GPO Box 1680  
DARWIN NT 0801

Dear Mr Brennan

**Parcel Description:**                      **Lot 2681 - Town of Nightcliff  
3 Sanders Street, Jingili**

**Proposed Development:**            **Shade sail addition to an existing single dwelling  
with a reduced front and side setback**

Thank you for the Development Application referred to this office 23 March 2017, concerning the above. This letter may be placed before City of Darwin's, Ordinary Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

- i).    **City of Darwin does not support the granting of a Development Permit for the following reasons:**
- a).    The proposed variation to the front setback provisions of the Northern Territory Planning Scheme, for the proposed shade sails, would likely detract from the overall visual aesthetics and amenity of the street for the following reasons:
- The scale of the built form at over 3 metres in height and 20 metres in length, covering the entire frontage of the existing dwelling, is likely to have an undue impact on the amenity and visual aesthetics of the streetscape.
  - The encouragement of vehicular parking in the form of a carport between the existing dwelling and the street is considered likely to detract from the visual connection to the streetscape, limiting both passive surveillance from habitable rooms and clear pedestrian access/identification to and/or from the existing dwelling.

ii). **City of Darwin requests that should a Development Permit be issued, that the following be provided as a condition precedent:**

- a). **A dilapidation report covering infrastructure within the road reserve to the satisfaction of the General Manager Infrastructure, City of Darwin at no cost to Council.**
- b). **The crossover and driveway shall meet City of Darwin requirements.**

c). **Site Construction**

**City of Darwin requests that an Environmental and Construction Management Plan (ECMP) be required.**

The ECMP should specifically address the following:

- waste management,
- traffic control,
- haulage routes,
- storm water drainage,
- use of City of Darwin land, and
- how this land will be managed during the construction phase;

to the satisfaction of the General Manager Infrastructure, City of Darwin.

**Note:** Sediment control measures are to be established and maintained, to prevent silt and sediment escaping the site or producing erosion.

Building rubbish or debris must not be placed, or be permitted to be placed, on any adjoining public reserve, footway, road or private land, without first obtaining a works approval from City of Darwin.

Should this application be approved, the following conditions pursuant to the Planning Act and City of Darwin's responsibilities under the Local Government Act are also recommended for inclusion in the Development Permit issued by the Development Consent Authority.

- Designs and specifications for landscaping of the road verges adjacent to the property shall be submitted for approval by the General Manager Infrastructure, City of Darwin and all approved works shall be constructed at the applicant's expense, to the requirements of City of Darwin.
- The location, design and specifications for proposed and affected crossovers shall be provided at the applicant's expense, to the satisfaction of the General Manager Infrastructure, City of Darwin.

- Kerb crossovers and driveways to the site shall be provided and disused crossovers removed, public footpath and cycleways shall be provided, stormwater shall be collected and discharged into City of Darwin's drainage network, and reinstatement works carried out, all of which is to be provided at the applicant's expense and to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Sight lines shall be provided at crossovers to public streets, to the satisfaction of the General Manager Infrastructure, City of Darwin. No fence or tree exceeding 0.6 metres in height shall be planted in front of the sight line.
- Car parking spaces and internal driveways shall meet the requirements of the relevant Australian Standard and be line-marked and sealed with an impervious material.
- All developments on/or adjacent to any easements on-site, in favour of City of Darwin shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.
- Waste bin storage and pick-up shall be provided in accordance with City of Darwin Policy Number 54 - Waste Management.
- Any proposed works on/over City of Darwin property shall be subject to separate application to City of Darwin and shall be carried out to the requirements and satisfaction of the General Manager Infrastructure, City of Darwin.

In considering this application, the Development Consent Authority is requested to take into account any implications of the *Disability Discrimination Act* (Cth) or the *Anti-Discrimination Act* (NT) with regard to access for the disabled.

If you require any further discussion in relation to this application, please feel free to contact me on 8930 0528.

Yours faithfully



**CINDY ROBSON**  
**STRATEGIC TOWN PLANNER**

**16. INFORMATION ITEMS AND CORRESPONDENCE RECEIVED**

Nil

**17. REPORTS OF REPRESENTATIVES**

**18. QUESTIONS BY MEMBERS**

**19. GENERAL BUSINESS**

**20. DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

Common No. 2695130

THAT the next Ordinary Meeting of Council be held on Tuesday, 30 May 2017, at 5:00pm (Open Section followed by the Confidential Section), Council Chambers, 1st Floor, Civic Centre, Harry Chan Avenue, Darwin.

**21. CLOSURE OF MEETING TO THE PUBLIC**

Common No. 2695131

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.

**22. ADJOURNMENT OF MEETING AND MEDIA LIAISON**