



# AGENDA

## Ordinary Council Meeting Tuesday, 11 April 2023

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

**Date:** Tuesday, 11 April 2023

**Time:** 5:30pm

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

**Webcasting:** [MS Team Webcast Link](#)

**Simone Saunders**  
Chief Executive Officer

**ORDINARY COUNCIL MEMBERS**

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

Deputy Lord Mayor Kim Farrar

Councillor Paul Arnold

Councillor Jimmy Bouhoris

Councillor Sylvia Klonaris

Councillor Brian O'Gallagher

Councillor Mick Palmer

Councillor Peter Pangquee

Councillor Morgan Rickard

Councillor Vim Sharma

Councillor Ed Smelt

Councillor Amye Un

Councillor Rebecca Want de Rowe

**OFFICERS**

Chief Executive Officer, Simone Saunders

General Manager Community, Matt Grassmayr

General Manager Corporate, Steve Thacker

General Manager Innovation, Alice Percy

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**WEBCASTING DISCLAIMER**

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

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**1 ACKNOWLEDGEMENT OF COUNTRY**

**2 THE LORD'S PRAYER**

**3 MEETING DECLARED OPEN**

**4 APOLOGIES AND LEAVE OF ABSENCE**

**4.1 Apologies**

**4.2 Leave of Absence Granted**

**4.3 Leave of Absence Requested**

**5 ELECTRONIC MEETING ATTENDANCE**

**5.1 Electronic Meeting Attendance Granted**

**5.2 Electronic Meeting Attendance Requested**

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

**7 CONFIRMATION OF PREVIOUS MINUTES**

Ordinary Council Meeting - 28 March 2023

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**8.1 Moving Open Items into Confidential**

**8.2 Moving Confidential Items into Open**

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

**10 PUBLIC QUESTION TIME**

**11 PETITIONS**

**12 DEPUTATIONS AND BRIEFINGS**

**12.1** Nil

**13 NOTICES OF MOTION**

Nil

**14 ACTION REPORTS**

**14.1 IMAGE MANAGEMENT AND CONSENT POLICY**

**Author:** Executive Manager Marketing, Communications and Engagement  
**Authoriser:** Chief Executive Officer  
**Attachments:** 1. Attachment 1 - 1370.100.E.R Image Management and Consent Policy [↓](#)  
 2. Attachment 2 - Image Management Form [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled Image Management and Consent Policy be received and noted.
2. THAT Council adopt the Image Consent and Management Policy at **Attachment 1**.

**PURPOSE**

The purpose of this report is to adopt the new 1370.100.E.R – Image Management and Consent Policy provided at **Attachment 1**.

**KEY ISSUES**

- A new Image Management and Consent Policy has been created to ensure all City of Darwin photographs and recordings are collected, used, disclosed, published and otherwise managed in a consistent and compliant manner, including in accordance with legal privacy requirements.
- The Image Management and Consent Policy will be reviewed at least once each term of Council, and as required at the discretion of the Chief Executive Officer to ensure it remains in alignment with legislation, strategic intent and best practice.

**DISCUSSION**

A new Image Management and Consent Policy (**Attachment 1**) has been developed to ensure all City of Darwin photographs and recordings are collected, used, disclosed, published and otherwise managed in a consistent and compliant manner, including in accordance with legal privacy requirements.

The policy provides a framework for the handling of City of Darwin photographs and recordings, for the purposes of:

- protecting the privacy of people captured in City of Darwin images
- supporting City of Darwin staff in their collection and handling of City of Darwin photographs or recordings
- establishing acceptable uses for the capture, use and publication of photographs and recordings by City of Darwin
- establishing image consent processes to ensure consent is obtained and recorded in a consistent manner that meets consent requirements
- ensuring photographs and recordings are managed appropriately.

An Image Consent Form (**Attachment 2**) accompanies the policy, and is the mechanism through which workplace participants can obtain permission to use photos, video and/or audio recordings of for use in advertising, documents, promotional materials, websites and social media accounts.

The Image Management and Consent Policy and Image Consent Form have been subject to an internal consultation process with City of Darwin’s Senior Leadership Team, and have been endorsed by the Chief Executive Officer and the General Managers of the Innovation, Community and Corporate Hubs.

The image management and consent policies and forms of other local and state government bodies have been referenced in the development of City of Darwin’s Image Management and Consent Policy and Form.

**PREVIOUS COUNCIL RESOLUTION**

NA

<b>STRATEGIC PLAN ALIGNMENT</b>	6 Governance Framework 6.1 Vision and Culture								
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	<b>Budget/Funding:</b> NA								
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<p><b>Legislation:</b> <i>Information Act 2002 (NT)</i></p> <p><b>Policy:</b></p> <table data-bbox="491 1832 1201 1966"> <tr> <td>0033.100.E.R</td> <td>Privacy Policy</td> </tr> <tr> <td>0101.100.E.R</td> <td>CCTV Management Policy</td> </tr> <tr> <td>1370.001.E.R</td> <td>Image Management Form</td> </tr> <tr> <td></td> <td>Retention and Disposal Schedule</td> </tr> </table>	0033.100.E.R	Privacy Policy	0101.100.E.R	CCTV Management Policy	1370.001.E.R	Image Management Form		Retention and Disposal Schedule
0033.100.E.R	Privacy Policy								
0101.100.E.R	CCTV Management Policy								
1370.001.E.R	Image Management Form								
	Retention and Disposal Schedule								

<p><b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b></p>	<p><b>Engagement Level:</b> Consult</p> <p><b>Tactics:</b> Face-to-face consultation Draft document provided to Senior Leadership Team members for input and endorsement</p> <p><b>Internal:</b> Senior Leadership Team</p> <p><b>External:</b> The Image Management and Consent Policy will be published on the City of Darwin website.</p>
<p><b>DECLARATION OF INTEREST</b></p>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>





## 1 PURPOSE

The purpose of this policy is to ensure that all City of Darwin photographs and recordings are collected, used, disclosed, published and otherwise managed in a consistent and compliant manner, including in accordance with legal privacy requirements.

This policy provides a framework for the handling of City of Darwin photographs and recordings, for the purposes of:

- protecting the privacy of people captured in City of Darwin images
- supporting City of Darwin workplace participant in their collection and handling of City of Darwin photographs or recordings
- establishing acceptable uses for the capture, use and publication of photographs and recordings by City of Darwin
- establishing image consent processes to ensure consent is obtained and recorded in a consistent manner that meets consent requirements
- ensuring photographs and recordings are managed appropriately

## 2 SCOPE

City of Darwin captures and uses photographs for a number of purposes. This policy applies to all photographs and recordings that capture the image of a person (including both adults and children) that are collected and used by City of Darwin for the purposes of public relations, promotion and advertising, community outreach and engagement, and recording City of Darwin events and activities. Any reference to photographs and photography should be interpreted as including filming.

This policy does **not** apply to the following:

- workplace participant images that are required for internal functions of City of Darwin, such as administration and security functions. These workplace participant images are considered Routine Personal Work Information and include workplace participant images captured by City of Darwin for work related activities within the workplace.
- footage captured by City of Darwin's CCTV systems

### 2.1 SCOPE APPLICATION

#### 2.1.1 Application to Devices

This policy applies to all photographs and recordings that are captured by City of Darwin owned cameras, mobile phones, tablets, computers, videos and any other equipment capable of recording images, with the exception of those issued to Elected Members. The policy further applies to all photographs and recordings stored on City of Darwin systems.

Image Management and Consent Policy - 1370.100.E.R		Page 1 of 5
Version: 1	Decision Number:	Adoption Date:
Responsible Officer: Chief Executive Officer		Next Review Date:

*Electronic version current. Uncontrolled copy valid only at time of printing.*



**Image Management and Consent Policy – 1370.100.E.R**

GOVERNANCE

**2.1.2 Application to Workplace Participants**

All City of Darwin workplace participants who capture, use, manage or otherwise handle City of Darwin photographs and recordings must understand and adhere to the requirements of this policy.

**2.1.3 Application to Community**

This policy applies to all photographs and recordings that capture an image of a community member (i.e., a person who is not employed by City of Darwin).

**3 POLICY STATEMENT**

City of Darwin implements the following requirements for the collection, use, disclosure and management of City of Darwin photographs and recordings included in the scope of this policy.

**3.1 ACCEPTABLE USES**

Under this policy, City of Darwin captures, uses, stores, publishes or otherwise handles photographs and recordings that contain images of people (or other types of personal information) for the following purposes:

- public relations
- promoting and advertising City of Darwin and its services
- community outreach and engagement
- recording of City of Darwin events and activities

In accordance with the above purposes, City of Darwin may publish photographs and recordings in promotional materials, corporate documents, and on City of Darwin websites or social media channels; and/or store photographs and recordings in City of Darwin’s image library for future use.

City of Darwin includes adequate information in its Privacy Statement to ensure City of Darwin workplace participant and the community are informed about the collection and use of photographs at City of Darwin, including the purposes for collecting, using and disclosing photographs, as established by this policy.

In accordance with Information Privacy Principle 2 (IPP 2) Use and Disclosure, City of Darwin does not use, publish, or otherwise disclose photographs and recordings unless the individual consents to the alternative use or disclosure, or City of Darwin is required by law to do so. Further, City of Darwin workplace participant are prohibited from:

- accessing, publishing or sharing photographs and recordings for personal purposes
- selling photographs and recordings to external parties
- capturing, sharing or publishing photographs or recordings that contain offensive or indecent content.

CITY FOR PEOPLE. CITY OF COLOUR.

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### 3.2 COLLECTION

#### 3.2.1 General

City of Darwin treats all photographs and recordings that capture the image of a person as personal information. In accordance with privacy obligations, City of Darwin undertakes the following prior to, or at the time of, collecting photographs and recordings that capture personal information:

- informs individuals about the collection of personal information by providing a Collection Notice
- where practical, generally when taking close up/candid photographs, requests written consent from individuals to collect, use and disclose photographs and recordings that capture their image or other personal information about them.

#### 3.2.2 Collection Notice

In accordance with Information Privacy Principle 1.3 (IPP 3), City of Darwin provides individuals with a Collection Notice that informs them of certain matters about the collection of personal information, at or before the time photographs are taken or recordings are made. The Collection Notice includes the following information:

- the identity of City of Darwin and how to contact it
- the fact that the individual is able to have access to the photograph/recording
- the purpose for which the photograph/recording is collected
- the persons or bodies, or classes of persons or bodies, to which the organisation usually discloses photographs/recordings
- any law that requires the photographs/recordings to be collected
- any consequences for the individual if all or part of the photographs/recordings are not provided.

City of Darwin provides a Collection Notice that is tailored and specific to the circumstances of the collection.

#### 3.2.3 Consent

Under this policy, City of Darwin obtains valid consent prior to capturing specific images of workplace participant and community members in photographs and recordings. City of Darwin has implemented an image consent process and Image Consent Form templates, that adhere with the following consent requirements:

*Obtaining consent.* City of Darwin obtains valid consent that is voluntary, informed, current and specific, including through the use of Image Consent Forms (where appropriate).<sup>1</sup> Consent for the collection, use and disclosure of photographs and recordings is not bundled with other consents, including requests for copyright consent.

<sup>1</sup> It may not be practicable to obtain written consent in all situations, such as at a large community event. In these instances City of Darwin still ensures the community is properly informed, and when close up/candid photographs are taken, individuals are asked for consent through the use of a Consent Form.

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*Renewal of consent:* City of Darwin takes steps to ensure that the consent it obtains remains current. It may do this by requesting renewed consent at regular intervals.

*Revoking of consent:* City of Darwin provides a clear and easy mechanism for workplace participant and community members to vary and/or revoke their consent. The process for revoking consent is clearly outlined in Image Consent Forms.

*Documenting consent:* City of Darwin keeps appropriate record of consents received, to ensure it can monitor and review consents where required.

The manner and timing in which City of Darwin provides a Collection Notice and requests consent will be determinant on the circumstances surrounding the collection, and whether City of Darwin workplace participant and/or community members will be captured in the photographs. Specific requirements are set out below.

**Workplace Participants:** City of Darwin provides a Collection Notice or Image Consent Form to City of Darwin workplace participants either at, or before, the time a photograph is taken (e.g., at City of Darwin events or activities).

**Community Members:** Depending on the circumstances, City of Darwin may provide or implement the following:

- a Collection Notice and Image Consent Form at event registration; and/ or
- signage at entrances to events

Completed Image Consent Forms will be provided to Marketing, Communications and Engagement (MCE), who will maintain a register. This will ensure that MCE, who will likely be capturing the photographs and recordings, can manage consents regarding the same.

**3.3 DATA SECURITY**

City of Darwin implements appropriate security controls to protect photographs that contain personal information, from misuse and loss, and from unauthorised access, modification and disclosure. This includes restricting access to shared drives and networks containing images to workplace participant that require regular access, eg. MCE Department team members.

Once a photograph or recording is no longer required, City of Darwin will destroy it in accordance with any obligations under the Retention and Disposal Schedule.

**3.4 ACCESS AND CORRECTION**

Any application to access photographs and recordings where a person has been captured, will be managed in accordance with processes set out in City of Darwin’s Privacy Statement.

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**Image Management and Consent Policy – 1370.100.E.R**

GOVERNANCE

**4 DEFINITIONS**

**Elected Members** means the individuals holding the office of a member of Council in accordance with the *Local Government Act 2019*, also referred to as Councillors.

**Information Privacy Principles (IPPs)** are the principles for collecting and handling personal information by public sector organisations that are specified in the *Information Act 2002* (NT).

**Personal Information** is government information that discloses a person's identity or from which a person's identity is reasonably ascertainable as per Section 4A of the *Information Act 2002* (NT).

**Photograph** is a picture made using a camera, in which an image is focused on to light-sensitive material and then made visible and permanent by chemical treatment or stored digitally. This may include film, digital and video images (including those taken by mobile phone). In the context of this policy, the term photograph refers to a photograph that captures the image of a person for the purposes of public relations, promotion and advertising, community outreach and engagement, and recording City of Darwin events and activities.

**Recording** is the action or process of recording sound or a performance for subsequent reproduction or broadcast. In the context of this policy, the term photograph refers to a photograph that captures the image of a person for the purposes of public relations, promotion and advertising, community outreach and engagement, and recording City of Darwin events and activities.

**Routine Personal Work Information:** Personal information that is solely related to the routine day to day work duties and responsibilities of City of Darwin workplace participant. Photographs and recordings that contain an image of City of Darwin workplace participant are considered Routine Personal Work Information where they are solely related or required to internal work-related activities.

**Workplace participant:** Employees, volunteers, work experience placements, contractors, consultants, and labour-hire staff of City of Darwin.

**5 LEGISLATIVE REFERENCES**

*Information Act 2002* (NT)

**6 PROCEDURES AND RELATED DOCUMENTS**

- 0033.100.E.R Privacy Policy
- 0101.100.E.R CCTV Management Policy
- 1370.001.E.R Image Management Form  
Retention and Disposal Schedule

**7 RESPONSIBILITY AND APPLICATION**

The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Marketing, Communications and Engagement.

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## Image Consent Authorisation Form No. 1370.001.E.R

I consent to and authorise City of Darwin, and all persons acting with their authority, to use, reproduce, distribute and publish images of my likeness and recordings for promotional and advertising purposes; public relations; community engagement and outreach; and for recording City of Darwin events and activities.

I agree that City of Darwin may do any of these things using any format, in full or in part, and with any form of alteration without restriction.

I release City of Darwin and all persons acting with their authority from any claims or liability relating to City of Darwin's use of my photographs, images, words, artwork, or video or audio recordings.

The permission will continue until I revoke permission in writing to City of Darwin. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however, this may not be possible or practical in some situations.

Name:	Signature:
Date:	Tel:
Email:	Over 18: Yes/No
Comments:	

### If under 18 - signature of parent/guardian required

Full name of parent/guardian:	Signature:
Date:	Tel:

### Staff Use Only

Photographer name	
Email:	Phone:
Description of job and person:	

City of Darwin  
Civic Centre  
Harry Chan Avenue  
Darwin NT 0800  
ABN 11 503 313 301

Postal  
Telephone  
Facsimile  
Email  
Website

GPO Box 84, Darwin NT 0801  
(08) 8930 0300  
(08) 8930 0311  
darwin@darwin.nt.gov.au  
www.darwin.nt.gov.au





## Image Consent Authorisation

Form No. 1370.001.E.R

### IMAGE CONSENT INFORMATION SHEET

City of Darwin is collecting your information to obtain permission to use photos, video and/or audio recordings of you in our advertising, documents, promotional materials, websites and social media accounts.

Photos, video and/or audio recordings or other personal information described in this form may be supplied to City of Darwin staff, contractors or service providers (i.e. graphic designers), engaged by City of Darwin to produce these materials, but will not be provided to any other person or organisation for purposes other than described.

The images or audio recording and a copy of the talent release form may also be stored on City of Darwin's Image Library.

**What will happen to images of my likeness once they are taken?**

City of Darwin will store your images digitally in its image library database. The image consent authorisation form that you signed will be filed with your images.

Once stored in the database, your images may be used by City of Darwin for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

**Who can use images of my likeness?**

Your images cannot be shared with any person, organisation, or company outside City of Darwin without your express permission. This includes private companies, political parties, and charitable organisations.

**Where will images of my likeness or audio be used?**

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required.

Your image may be used in situations that are unrelated to the original purpose for which they were taken.

**How do I request my photos to be taken off the database?**

You can revoke your consent at any time. Please send an email to [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au) to let us know. While every effort will be taken to unpublish your image, there may be cases where this is not possible.

Please refer to our [Privacy Statement](#) should you wish to request access to your photos held by City of Darwin, or if you would like to further information about how we collect and handle personal information.

**Document Control**

1370.001.E.R Form – Image Management Form		Responsible Officer: Chief Executive Officer	
Version	Adoption Date	History	Next Review Date
1	21/03/2023	Adopted	



**14.2 SOCIAL MEDIA POLICY**

**Author:** Executive Manager Marketing, Communications and Engagement

**Authoriser:** Chief Executive Officer

**Attachments:** 1. [Attachment 1 - 1330.100.E.R Social Media Policy](#) ↓

**RECOMMENDATIONS**

1. THAT the report entitled Social Media Policy be received and noted.
2. THAT Council adopt the Social Media Policy at **Attachment 1**.

**PURPOSE**

The purpose of this report is to adopt the new 1330.100.E.R – Social Media Policy provided at **Attachment 1**.

**KEY ISSUES**

- A new Social Media Policy has been created to enhance the use of social media using best practice standards whilst also ensuring that workplace participants, Elected Members and the community understand their responsibilities when using social media platforms.
- The Social Media Policy will be reviewed at least once each term of Council, and as required at the discretion of the Chief Executive Officer to ensure it remains in alignment with legislation, strategic intent and best practice.



<p><b>DISCUSSION</b></p> <p>A new Social Media Policy (<b>Attachment 1</b>) has been developed to allow City of Darwin to maximise the effectiveness of social media as a communications channel with its online communities.</p> <p>The policy addresses social media use by workplace participants, Elected Members and the community, and aligns with best practice in social media management.</p> <p>City of Darwin recognises there is a need to both enhance the use of social media using best practice standards whilst also ensuring workplace participants, Elected Members and the community understand their responsibilities when using social media platforms.</p> <p>Workplace participants and Elected Members are responsible for the content they publish on social media platforms, so it is important they understand what is expected of them while using social media in both a professional and a personal capacity.</p> <p>The Social Media Policy has been subject to an internal consultation process with City of Darwin’s Senior Leadership Team, and have been endorsed by the Chief Executive Officer and the General Managers of the Innovation, Community and Corporate Hubs.</p> <p>The Northern Territory Government Department of Chief Minister and Cabinet’s social media guidance documents for Councillors and the social media policies and frameworks of other local government bodies have been referenced in the development of City of Darwin’s Social Media Policy.</p>	
<p><b>PREVIOUS COUNCIL RESOLUTION</b></p> <p>NA</p>	
<p><b>STRATEGIC PLAN ALIGNMENT</b></p>	<p>4 A Smart and Prosperous City</p> <p>4.2 By 2030, Darwin will have attracted and retained more residents and will offer sustainable investment opportunities</p>
<p><b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b></p>	<p><b>Budget/Funding:</b> N/A</p>
<p><b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b></p>	<p><b>Legislation:</b></p> <p><i>Information Act NT 2002</i></p> <p><i>Local Government Act NT 2019</i></p> <p>City of Darwin By-Laws 1994</p> <p><b>Policy:</b></p> <p>0015.100.E.R Elected Member Protocols and Interactions Policy</p> <p>0036.100.E.R Caretaker Policy</p> <p>0094.100.E.R Breach of Code of Conduct – Elected Members</p> <p>1040.010.I.N Register of Delegations and Sub-Delegations</p> <p>1310.010.I.R Communications and Media Procedure</p> <p>1310.100.E.R Communications and Media Policy</p> <p>1330.010.I.R Social Media Procedure</p> <p>1370.001.E.R Image Management Form</p> <p>1370.100.E.R Image Management and Consent Policy</p> <p>1380.001.E.R Brand Guidelines</p> <p>4000.010.I.R Code of Conduct – Employees</p>

<p><b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b></p>	<p><b>Engagement Level:</b> Consult</p> <p><b>Tactics:</b>                  Face-to-face consultation                  Draft document provided to Senior Leadership Team members for input and endorsement</p> <p><b>Internal:</b>                  Senior Leadership Team</p> <p><b>External:</b>                  The Community Engagement Policy will be published on the City of Darwin website.</p>
<p><b>DECLARATION OF INTEREST</b></p>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>



## 1 PURPOSE

The purpose of this policy is to enhance the use of social media using best practice standards whilst also ensuring that workplace participants, Elected Members and the community understand their responsibilities when using social media platforms.

## 2 SCOPE

This policy applies to all City of Darwin workplace participants, Elected Members and members of the community.

## 3 POLICY STATEMENT

### 3.1 SOCIAL MEDIA PLATFORMS AND USE

City of Darwin recognises there is a need to both enhance the use of social media using best practice standards whilst also ensuring workplace participants, Elected Members and the community understand their responsibilities when using social media platforms.

Workplace participants and Elected Members are responsible for the content they publish on social media platforms, so it is important they understand what is expected of them while using social media in both a professional and a personal capacity.

Workplace participants must only use social media platforms and applications approved by the Executive Manager Marketing, Communications and Engagement when conducting City of Darwin business or activities.

Elected Members may use official Elected Member social media accounts when conducting Council business or activities.

All content published on City of Darwin's social media accounts must be:

- only public information: personal, confidential or private information must not be published
- accurate, comply with all relevant City of Darwin policies
- respectful of the community
- respectful of City of Darwin and Council
- City of Darwin-related and connected to services provided by City of Darwin
- impartial and comply with the Code of Conduct for Elected Members in the Northern Territory, Code of Conduct for Staff and any other City of Darwin code or policy
- apolitical in nature

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SOCIAL MEDIA POLICY – 1330.100.E.R

GOVERNANCE

Any content or comments published by workplace participants and Elected Members to either City of Darwin’s social media platforms or to personal or third-party social media accounts that provides evidence of City of Darwin’s administration or business, or is connected to City of Darwin’s statutory, administrative, or other public responsibilities must be actioned in accordance with City of Darwin’s Social Media Procedure.

When contributing content to City of Darwin corporate, divisional and official Elected Member pages, comments from the community should not:

- harass, bully, incite violence, abuse, attack, threaten or discriminate against other users, particularly in reference to an individual or group's age, disability, gender, political leaning, race, religion or sexuality
- participate in trolling, baiting, disrupting a conversation or not be in relation to the original topic
- be false or misleading
- include profanities, obscene or offensive language
- provide other people’s personal information
- comment or share anything that may constitute spam such as advertising, appeals, petitions, requests or endorsements, or promote commercial or political interests. This also includes repeated or shared posts and comments
- speculate and/or comment on legal matters
- upload materials that breach the intellectual property rights of others
- upload malicious software or files
- violate the terms of use of social media platforms
- break the law (including violation of copyright laws) or encourage others to do so
- encourage or incite rioting, picketing or any other actions which may amount to public nuisance

Failure to adhere to the above may result in moderation, un-tagging, removal of posts or comments, and users being blocked from City of Darwin corporate, divisional and official Elected Member social media accounts.

City of Darwin reserves the right to remove comments and take the discussion 'offline' or into a private message if the content is personal in nature or is affecting the experience of the account for other users.

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**4 DEFINITIONS**

**Corporate social media account/page** means social media accounts and platforms that have been created and approved by the Executive Manager Marketing, Communications and Engagement that represent the City of Darwin in its entirety.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the *Local Government Act 2019*, also referred to as Councillors.

**Elected Member official social media account/page** means where an Elected Member has created their own official social media account/page but they are identified as a Elected Member on the account or page and the account or page is predominantly about their work as an Elected Member. Elected Member will need to have access to a personal social media account/page in order to access and have custodianship of an official Elected Member social media account/page.

**Divisional social media account/page** means a social media account/page created by the Executive Manager Marketing, Communications and Engagement under City of Darwin’s corporate business account for a division of the City of Darwin.

**Personal social media accounts** means a social media account or page used predominantly for private use.

**Social media** means social media consists of online interactive technologies through which individuals, communities and organisations share, co-create, discuss and modify user-generated content or pre-made content posted online.

Social media may include but is not limited to:

- social networking websites (eg Facebook, LinkedIn)
- video and photo sharing websites (eg YouTube, Instagram, TikTok, Snapchat)
- blogs, including corporate and personal blogs
- blogs hosted by media outlets (eg comments on news articles)
- micro-blogging (eg Twitter)
- wikis and other community generated forums, excluding any City of Darwin initiated programs (eg Wikipedia)
- forums, discussion boards and groups (eg Google groups)
- vodcasting and podcasting
- messaging technologies/apps (eg Whatsapp)
- streaming platforms (eg Twitch, Mixer)
- private messaging (eg Messenger)
- geospatial tagging (eg Foursquare, Facebook check-in)

**Workplace participant** means employees, volunteers, work experience placements, contractors, consultants, and labour-hire staff of City of Darwin.

**5 LEGISLATIVE REFERENCES**

- *Information Act NT 2002*
- *Local Government Act NT 2019*
- City of Darwin By-Laws 1994

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**6 PROCEDURES AND RELATED DOCUMENTS**

- 0015.100.E.R Elected Member Protocols and Interactions Policy
- 0036.100.E.R Caretaker Policy
- 0094.100.E.R Breach of Code of Conduct – Elected Members
- 1040.010.I.N Register of Delegations and Sub-Delegations
- 1310.010.I.R Communications and Media Procedure
- 1310.100.E.R Communications and Media Policy
- 1330.010.I.R Social Media Procedure
- 1370.001.E.R Image Management Form
- 1370.100.E.R Image Management and Consent Policy
- 1380.001.E.R Brand Guidelines
- 4000.010.I.R Code of Conduct – Employees

**7 RESPONSIBILITY AND APPLICATION**

The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Marketing, Communications and Engagement.

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**14.3 REVIEW OF COMMUNICATIONS AND MEDIA POLICY**

**Author:** Executive Manager Marketing, Communications and Engagement

**Authoriser:** Chief Executive Officer

**Attachments:**

1. **Attachment 1 - 1310.100.E.R Communications and Media Policy** [↓](#)
2. **Attachment 2 - 0031.100.E.R Communications and Media Policy** [↓](#)
3. **Attachment 3 - 0031.100.E.R Communications and Media Policy Changes Tracked** [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled Review of Communications and Media Policy be received and noted.
2. THAT Council adopt the revised Communications and Media Policy at **Attachment 1**.

**PURPOSE**

The purpose of this report is to seek adoption by Council on the revised Policy 1310.100.E.R - Communications and Media Policy is provided at **Attachment 1**.

**KEY ISSUES**

- The existing Communications and Media was adopted on 30 March 2021 and is provided at **Attachment 2**.
- The Policy required updating in alignment with the introduction of the new Social Media Policy.
- The Policy has been simplified to provide clearer and more concise information.
- The Communications and Media Policy will be reviewed at least once each term of Council, and as required at the discretion of the Chief Executive Officer to ensure it remains in alignment with legislation, strategic intent and best practice.

**DISCUSSION**

A revised, more concise Communications and Media Policy (**Attachment 1**) has been developed to allow City of Darwin to maximise the effectiveness of a range of communications channels in line with its priorities to communicate openly and transparently and in a timely way with its community and stakeholders.

The policy addresses:

- Official communications
- Personal communications
- Official City of Darwin website
- Media relations
- Official spokespersons
- Elected Member statements on City of Darwin matters
- Responding to media enquiries
- Local government general elections caretaker period.

The amendments to the Communications and Media Policy were brought about due to the requirement for a stand-alone Social Media Policy, which is also being brought to Council for adoption on 11 April 2023.

The Communications and Media Policy has been subject to an internal consultation process with City of Darwin’s Senior Leadership Team, and has been endorsed by the Chief Executive Officer and the General Managers of the Innovation, Community and Corporate Hubs.

The communications and media governance documents of other local government bodies have been referenced in the development of City of Darwin’s Communications and Media Policy. Branding requirements or considerations are contained within internally referenced branding guidelines.

The existing Communications and Media Policy is available at **Attachment 2** and a copy of the existing policy with track changes is available at **Attachment 3**.

**PREVIOUS COUNCIL RESOLUTION**

At the 30 March 2021 ordinary meeting Council resolved:

**RESOLUTION ORD131/21**

Moved: Alderman Rebecca Want de Rowe  
 Seconded: Alderman Justine Glover

1. THAT the report entitled Review of Policy No. 031 – Media be received and noted.
2. THAT Council rescind Policy No. 031 – Media.
3. THAT Council approve Policy No. 031 - Communications and Media.

**CARRIED 10/0**

<p><b>STRATEGIC PLAN ALIGNMENT</b></p>	<p>4 A Smart and Prosperous City                  4.2 By 2030, Darwin will have attracted and retained more residents and will offer sustainable investment opportunities</p>
<p><b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b></p>	<p><b>Budget/Funding:</b> N/A</p>



<p><b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b></p>	<p><b>Legislation:</b>  <i>Information Act NT 2002</i>  <i>Local Government Act NT 2019</i>                      City of Darwin By-Laws 1994</p> <p><b>Policy:</b></p> <p>0015.100.E.R Elected Member Protocols and Interactions Policy                      0036.100.E.R Caretaker Policy                      0094.100.E.R Breach of Code of Conduct – Elected Members                      1040.010.I.N Register of Delegations and Sub-Delegations                      1310.010.I.R Communications and Media Procedure                      1310.100.E.R Communications and Media Policy                      1330.010.I.R Social Media Procedure                      1370.001.E.R Image Management Form                      1370.100.E.R Image Management and Consent Policy                      1380.001.E.R Brand Guidelines                      4000.010.I.R Code of Conduct – Employees</p>
<p><b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b></p>	<p><b>Engagement Level:</b> Consult</p> <p><b>Tactics:</b>                      Face-to-face consultation                      Draft document provided to Senior Leadership Team members for input and endorsement</p> <p><b>Internal:</b>                      Senior Leadership Team</p> <p><b>External:</b>                      The Communications and Media Policy will be published on the City of Darwin website.</p>
<p><b>DECLARATION OF INTEREST</b></p>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>



## 1 PURPOSE

The purpose of this policy is to outline City of Darwin’s approach to official communications and media engagement.

## 2 SCOPE

This policy applies to all City of Darwin workplace participants and Elected Members.

## 3 POLICY STATEMENT

City of Darwin recognises that the key to building positive and lasting partnerships with our community requires effective two-way communication that is open and transparent and based on productive relationships with media agencies.

City of Darwin is committed to open and transparent communications that maximise our community’s understanding and knowledge of our decisions, services, programs and initiatives.

### 3.1 COMMUNICATIONS

#### 3.1.1 Official Communications

The purposes of the City of Darwin’s official communications include:

- sharing information required by law to be publicly available
- sharing information that is of interest and benefit to the community
- promoting City of Darwin events and services
- promoting Public Notices and community consultation/engagement opportunities
- answering questions and responding to requests for information relevant to the role of the City of Darwin
- receiving and responding to community feedback, ideas, comments, compliments and complaints

The City of Darwin’s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be simple to understand, respectful and professional.

The City of Darwin will use a combination of different communication methods to suit the type of information being communicated and the requirements of the community or specific audience, including:

- websites
- advertising and promotional materials

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- media releases prepared for the Lord Mayor, to promote specific City of Darwin positions
- speeches
- social media
- community newsletters including email newsletters, and
- letter drops and other modes of communications undertaken by workplace participants at the discretion of the Chief Executive Officer

**3.1.2 Personal Communications**

Personal communications and statements made privately in conversation, written, recorded, emailed, texted or posted to personal social media accounts, have the potential to be made public, whether intended or not.

Elected Members and workplace participants must abide by the relevant Codes of Conduct in all personal communications.

**3.1.3 Website**

The City of Darwin will maintain an official website, as our community’s online resource to access to the City of Darwin’s official communications.

**3.2 MEDIA RELATIONS**

**3.2.1 Speaking on behalf of the City of Darwin**

The Lord Mayor is the official spokesperson for the City of Darwin, representing the Local Government in official communications, including speeches, comment, print, electronic and social media.

Where the Lord Mayor is unavailable, the Deputy Mayor may act as the spokesperson.

The Chief Executive Officer may speak on behalf of the City of Darwin, where authorised to do so by the Lord Mayor.

It is respectful and courteous to the office of the Lord Mayor to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Lord Mayor has had opportunity to speak on behalf of the City of Darwin.

Communications by Elected Members and workplace participants, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the City of Darwin into disrepute
- compromise the person’s effectiveness in their role with the City of Darwin
- breach the Code of Conduct
- imply the City of Darwin’s endorsement of personal views
- imply the Elected Member or workplace participants is speaking on behalf of the City of Darwin, unless authorised to do so, or
- disclose, without authorisation, confidential information

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**3.2.2 Elected member statements on City of Darwin matters**

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the City of Darwin.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- when personal views differ to a Council decision or City of Darwin policy, clearly state that the comment or content is a personal view only, which does not necessarily represent the views of City of Darwin
- be made with reasonable care and diligence
- be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws
- to the best of knowledge, be factually correct
- avoid damage to the reputation of the local government
- not reflect adversely on a decision of the Council
- not reflect adversely on the character or actions of another Elected Member or workplace participant
- maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, workplace participant or community member

**3.2.3 Responding to media enquiries**

In the interests of openness and transparency, City of Darwin is committed to providing comment and responses to all media enquiries where appropriate.

All enquiries from the media for an official City of Darwin comment, whether made to an individual Elected Member or workplace participant, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer.

Information will be coordinated to support the Lord Mayor or Chief Executive Officer (where authorised) to make an official response on behalf of the City of Darwin.

**3.2.4 Local government General Elections Caretaker Period**

In Local Government General Elections, during the caretaker period from the close of nominations until the declaration of the poll, all media statements on behalf of the City of Darwin are required to be issued in the name of the Chief Executive Officer.

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#### 4 DEFINITIONS

**Council** means City of Darwin, a body corporate constituted as a municipal Council under the Local Government Act 2019.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the *Local Government Act 2019*, also referred to as Councillors.

**Marketing, Communications and Engagement department** includes the services and functions of Marketing, Communications, Engagement, Public Relations, Media and Relations.

**Media** means a media or news organisation including print, broadcast or online.

**Official communications** mean communication that has been prepared to share information via broad communications channels, which may include websites, speeches, social media, newsletters, advertising or media releases, statements and responses.

**Social media** means a social networking channel that enables users to create and share information.

**Website** means a website or intranet site managed by City of Darwin including sites to promote a particular service or function, such as community consultation.

**Workplace participant** means employees, volunteers, work experience placements, contractors, consultants, and labour-hire staff of City of Darwin.

#### 5 LEGISLATIVE REFERENCES

- *Information Act NT 2002*
- *Local Government Act NT 2019*
- City of Darwin By-Laws 1994

#### 6 PROCEDURES AND RELATED DOCUMENTS

- 0015.100.E.R Elected Member Protocols and Interactions Policy
- 0036.100.E.R Caretaker Policy
- 0094.100.E.R Breach of Code of Conduct – Elected Members
- 1040.010.I.N Register of Delegations and Sub-Delegations
- 1310.010.I.R Communications and Media Procedure
- 1310.100.E.R Communications and Media Policy
- 1330.010.I.R Social Media Procedure
- 1370.001.E.R Image Management Form
- 1370.100.E.R Image Management and Consent Policy
- 1380.001.E.R Brand Guidelines
- 4000.010.I.R Code of Conduct – Employees

#### 7 RESPONSIBILITY AND APPLICATION

The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Marketing, Communications and Engagement.

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## 1 PURPOSE

The purpose of this policy is to provide a position and guidance to Elected Members and Council staff in the conduct of Council business in a way that protects Council's reputation by mitigating risk and ensuring consistency and accuracy in the information Council places in the public realm.

## 2 SCOPE

This policy applies to Elected Members and Council staff of City of Darwin.

## 3 POLICY STATEMENT

In various forms of communication, including verbal, print and digital, Elected Members and Council staff are expected to adhere to the highest standards of ethical practice and professional competency.

Council recognises that the key to building positive and lasting partnerships with our community requires effective two-way communication that is open and transparent and based on productive relationships with media agencies. City of Darwin is committed to open and transparent communications that maximise our community's understanding and knowledge of our decisions, services, programs and initiatives.

City of Darwin is committed to communication practices that:

- Inform the community of key Council decisions, services, programs and initiatives.
- Promote community access to Elected Members and Council staff.
- Promote transparency and accountability of Council's decision-making processes.
- Promote opportunities for the community to participate in Council activities.
- Build civic pride and community inclusiveness through a positive image of the City of Darwin.

Elected Members and Council staff of City of Darwin are expected to demonstrate standards of conduct and behaviour that are consistent with their respective Codes of Conduct, the Customer FIRST Strategy, legislation, policies and procedures.

To ensure City of Darwin is delivering services that are aligned with our community's expectations, Council communicates with stakeholders through a variety of channels to appreciate their needs, concerns, ideas and aspirations.

Council accepts the important role of the media to report on issues of interest to the community and its right to scrutinise Council activities. Council works to maintain positive and respectful relationships with media agencies.

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## 4 DEFINITIONS

**Council** means City of Darwin Council, a body corporate constituted as a municipal Council under the Local Government Act 2019.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the Local Government Act 2019, also referred to as Aldermen.

**Government Relations and External Affairs (GREA) Department** includes the services and functions of Marketing and Communications; Public Relations and External Affairs (Media); Engagement and Events; and Governance.

## 5 POLICY

### 5.1 MEDIA RELATIONS AND SPOKESPERSON(S)

#### 5.1.1 Media Relations

Media relations is a key part of Council operations and an important source of information for our community. A significant part of Council's role as a community leader and advocate is to be the Government for Darwin. Media relations is the way we promote City of Darwin, by letting the media tell our stories through our active engagement with media agencies.

Media agencies and journalists are engaged regularly on a proactive basis to ensure their stories and messaging about City of Darwin's activities is accurate and positive.

In the interests of openness and transparency, City of Darwin is committed to providing comment and responses to all media enquiries, City of Darwin has a no 'no comment' approach to media relations.

Engagement with media agencies and journalists occurs exclusively between the Chief Executive Officer, General Manager Government Relations and External Affairs and the Public Relations and External Affairs Advisor.

#### 5.1.2 Spokesperson(s)

Council staff are not permitted to be interviewed or provide a response to the media unless authorised for that specific purpose and instance. All media enquiries must be directed to [pr@darwin.nt.gov.au](mailto:pr@darwin.nt.gov.au) or phone 0466 207 090.

The Chief Executive Officer is the official spokesperson on high level operational matters but can delegate this responsibility as necessary.

The Chief Executive Officer's delegation extends to responses to media enquiries of a day-to-day operational level or enquiries of a technical nature being referred to the relevant General Manager, or a member of staff in consultation with that General Manager, to act as spokesperson. These enquiries will be referred by the Public Relations and External Affairs Advisor.

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The Lord Mayor is the official spokesperson on decisions and policy positions of Council. If the Lord Mayor is unavailable, the Deputy Lord Mayor or another Elected Member can act as Council’s official spokesperson to convey Council’s resolved position or policy.

Elected Members are able to engage with media in their capacity as elected individuals. It is recommended that Elected Members advise the Chief Executive Officer of any media interactions so that an accurate position of Council can be conveyed, and key messaging furnished to support that interaction.

When speaking to media Elected Members are encouraged to make it clear whether they are representing Council in accordance with a resolved position of adopted Council or whether they are presenting a personal viewpoint. Council staff responsible for media will not provide support to Elected Members when presenting a personal viewpoint.

**5.1.3 Local Government General Elections Caretaker Period**

In Local Government General Elections, during the caretaker period from the close of nominations until the declaration of the poll, all media statements on behalf of the City of Darwin are required to be issued in the name of the Chief Executive Officer.

*Example: Authorised by Scott Waters, Chief Executive Officer, City of Darwin*

**5.2 COMMUNICATIONS TOOLS**

City of Darwin uses a variety of communication tools to provide the media and community with timely information. The dissemination of information through digital communication channels is the preferred method, supported by additional channels as needed to reach relevant stakeholders.

Communication tools are for the use of City of Darwin events, projects and strategic priorities only. Excepting this, there may be occasions where a partnership with the Australian or Northern Territory Government requires joint communication, and this will be done in accordance with the relevant terms of that partnership or funding agreement.

**5.2.1 Media Releases**

A key communication tool is the issuing of media releases. A protocol for quoting in media releases is outlined as follows:

- Municipality-wide or policy-oriented stories are to quote the Lord Mayor.
- Stories connected to a specific Municipal Ward or geographic location quote the Lord Mayor and may also quote relevant Ward Aldermen.
- Stories arising from the work of a committee are quoted on by an Elected Member as Committee Chair, as well as the Lord Mayor.
- Contentious Council matters are quoted on by the Lord Mayor.
- Operational issues are quoted on by the Chief Executive Officer or as delegated.

Media releases are distributed to media outlets, posted on Council’s website and distributed to Elected Members, staff and a subscribed distribution list.

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Joint media releases involving the Australian or Northern Territory Governments, or other local government bodies may only be issued with appropriate approvals.

Joint media releases with third parties are discouraged and are only approved in certain circumstances and where the media release is on a City of Darwin template, with a quote from a third party.

**5.2.2 Media Alerts**

Media alerts are issued by City of Darwin to media outlets prior to a media event to ensure their attendance, outlining key opportunities, spokesperson(s), Workplace Health and Safety requirements, locational information, photographic or footage opportunities or entry conditions as relevant.

Media alerts are distributed to media outlets and are distributed to Elected Members, staff and a subscribed distribution list.

**5.2.3 Websites**

Council's websites are key communication tools and host a range of content specific to the services, events and programs offered by the City of Darwin. Council's websites also provide an avenue to distribute information to the community and display information required by legislation and are designed from a user-experience or customer needs perspective.

Content published on Council's websites aims to conform to the standard of Level AA of the Web Content Accessibility Guidelines Version 2 (WCAG 2.0).

In addition to City of Darwin's website (darwin.nt.gov.au) Council manages other websites and subdomains that provide more additional targeted service to the community.

Requests for website subdomains must be approved by the General Manager Government Relations and External Affairs

**5.2.4 Social Media Platforms**

City of Darwin recognises that digital communication through social media platforms is an effective way to engage with the community.

Elected Members and Council staff are encouraged to share Council's content on their personal (or Alderman) social media accounts.

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**5.2.5 Personal Use of Social Media Platforms**

City of Darwin encourages Elected Members and Council staff to participate in social media communications positively. When doing so, Elected Members and Council staff are participating and expressing views in an individual capacity and should consider the values and behaviours outlined in their respective Codes of Conduct.

Any breach of a Code of Conduct via digital communication or social media platforms will be dealt with in accordance with relevant procedures.

**5.2.6 Publications**

City of Darwin issues various print form and digital publications, as well as other editorial and advertising content on a regular basis.

**5.2.7 SMS Messaging**

Authorised SMS messaging can be used by City of Darwin to contact members of the community who have consented to this service and whose details are contained within Council's databases for a specific purpose.

Mass SMS messages (to multiple recipients) must be approved by the General Manager Government Relations and External Affairs.

**5.2.8 Mass Correspondence (including fliers)**

City of Darwin issues correspondence (including fliers and postcards) to signal to community about works, services or programs Council may be undertaking that may affect certain community members. All mass correspondence must be approved by the General Manager Government Relations and External Affairs.

**5.2.9 E-Newsletters**

City of Darwin issues e-newsletters about specific programs or services to community members who have subscribed to this service on a regular basis.

E-newsletters are considered mass external communications and must be approved by the General Manager Government Relations and External.

**5.2.10 Email Signature Banners**

Email signature banners are used to promote strategic initiatives, events and/or advocacy priorities, like major projects and must be approved by the General Manager Government Relations and External Affairs.

Elected Members and Council staff are encouraged to update email signature banners to promote Council events, projects and initiatives for official City of Darwin emails.

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**5.3 BRANDING REQUIREMENTS**

City of Darwin’s brand is centrally managed in accordance with the City of Darwin Brand Guidelines. All material must include Council’s brand and be approved by the General Manager Government Relations and External Affairs.

Council may develop additional and specific brands as required for key initiatives. Requests for new branding must be submitted to Marketing and Communications Team who will coordinate the brief and develop guidelines for its use.

Council’s brand associated with the *Darwin 2030: City for People. City of Colour.* strategic plan and strategy framework must be accessed via the Marketing and Communications Team. Design of documents associated with this brand is coordinated via this team and authorised by the General Manager Government Relations and External Affairs.

Third parties wishing to use City of Darwin branding in any form of promotional or advertising material must seek written approval via the Chief Executive Officer.

**5.3.1 Logo Usage**

City of Darwin logos appear on all Council communications including correspondence, publications, forms, advertisements, displays, signage, uniforms, fleet vehicles and other plant, electronic communications and other relevant communication methods.

Co-branded media releases displaying two or more logos are discouraged, unless required as a result of a partnership or funding agreement with the Australian or Northern Territory Governments or another local government agency and may only be issued where there is a significant non-commercial partnership, alliance or sector-leading innovation.

City of Darwin logos are to be used in line with Branding Guidelines. Written approval must be sought prior to using a City of Darwin logo. Use of a logo without permission is a breach of Council’s copyright and intellectual property requirements.

**5.3.2 City of Darwin Images & Audio Recordings**

Council maintains an image library that contributes to brand recognition and reputation. Images may be subject to copyright. Images from Council’s website, publications or community platforms must not be reproduced without written permission from City of Darwin.

City of Darwin complies with industry practice in the taking of, and use of, photographic images and audio recordings of all persons for the purpose of Council related projects, promotion and/or publicity.

The taking of and use of photographic images/recordings of persons for this purpose will be done in accordance with the Information Privacy Principles (as part of the Information Act 2002) and Council’s [Privacy Management Framework](#), with the consent of the subject/person, unless the photographic image is deemed to be so general in scope that individuals cannot be identified, for example, crowd scenes.

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**5.3.3 Representations**

Council staff must obtain approval before presenting at a conference or seminar. Approval in-principle to present the paper must be obtained from a General Manager or, if a General Manager, from the Chief Executive Officer at the time of the invitation.

The content of a presentation must be approved by a General Manager, with the format consistent with Council’s Brand Guidelines and approved by the General Manager Government Relations and External Affairs.

Where an Elected Member is invited to present on behalf of Council on a particular matter, Government Relations and External Affairs are able to assist with the development of material and content for this purpose.

**5.3.4 Advertising**

Council undertakes advertising to communicate information and promote events, activities and services to the community. Council is required to advertise certain matters in accordance with legislation such as road closures, tenders and adoption of budgets.

Advertising is placed with the most appropriate media outlet or platform to satisfy a specific target audience or legislative requirement.

Advertising must be approved and meet City of Darwin’s Brand Guidelines.

**5.3.5 Signage**

City of Darwin place signs (including digital signs) are to adhere to the standards outlined in the Brand Guidelines and, where necessary Council’s Signs Code.

**5.3.6 Public Displays**

City of Darwin displays and exhibits must include the appropriate City of Darwin branding and logo placement and be of a professional standard.

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**6 LEGISLATIVE REFERENCES**

The *Local Government Act 2019* (NT) provides the legal basis for City of Darwin to have a role in promoting the social, economic, environmental, and cultural wellbeing of its community and for community participation in such activities.

**7 PROCEDURES AND RELATED DOCUMENTS**

- Policy - Code of Conduct for Elected Members
- Policy - Elected Members Access to Council Information
- City of Darwin 0015.100.E.R Elected Member Protocols and Interactions
- City of Darwin 0036.100.E.R Caretaker Policy
- Advertising Signs Code
- City of Darwin Code of Conduct for Council staff
- Code of Meeting Practice
- Communications and Media Procedure
- Brand Guidelines Procedure

**8 RESPONSIBILITY AND APPLICATION**

Council is responsible for approving this policy.

This policy applies to Elected Members and Council Staff.

Elected Members are responsible for adhering to this policy insofar as it applies to their role as outlined in the *Local Government Act 2019* (NT). The Lord Mayor has the additional role to speak on behalf of the Council as Council’s principal representative.

The General Manager Government Relations and External Affairs is responsible for the strategic oversight of the Government Relations and External Affairs Department and therefore managing Council’s reputation and facilitating communications and public relations functions of Council.

The General Manager Government Relations and External Affairs is responsible for the implementation of this policy, related procedures and training requirements for Elected Members and Council staff.

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## 1 PURPOSE

The purpose of this policy is to outline City of Darwin's approach to official communications and media engagement.

~~The purpose of this policy is to provide a position and guidance to Elected Members and Council staff in the conduct of Council business in a way that protects Council's reputation by mitigating risk and ensuring consistency and accuracy in the information Council places in the public realm.~~

## 2 SCOPE

This policy applies to all City of Darwin workplace participants and Elected Members.

~~This policy applies to Elected Members and Council staff of City of Darwin.~~

## 3 POLICY STATEMENT

City of Darwin recognises that the key to building positive and lasting partnerships with our community requires effective two-way communication that is open and transparent and based on productive relationships with media agencies.

City of Darwin is committed to open and transparent communications that maximise our community's understanding and knowledge of our decisions, services, programs and initiatives.

### 3.1 COMMUNICATIONS

#### 3.1.1 Official Communications

The purposes of the City of Darwin's official communications include:

- sharing information required by law to be publicly available
- sharing information that is of interest and benefit to the community
- promoting City of Darwin events and services
- promoting Public Notices and community consultation/engagement opportunities
- answering questions and responding to requests for information relevant to the role of the City of Darwin
- receiving and responding to community feedback, ideas, comments, compliments and complaints

The City of Darwin's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be simple to understand, respectful and professional.

The City of Darwin will use a combination of different communication methods to suit the type of information being communicated and the requirements of the community or specific audience, including:

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- [websites](#)
- [advertising and promotional materials](#)
- [media releases prepared for the Lord Mayor, to promote specific City of Darwin positions](#)
- [speeches](#)
- [social media](#)
- [community newsletters including email newsletters, and](#)
- [letter drops and other modes of communications undertaken by workplace participants at the discretion of the Chief Executive Officer](#)

**3.1.2 Website**

[The City of Darwin will maintain an official website, as our community’s online resource to access to the City of Darwin’s official communications.](#)

**3.2 MEDIA RELATIONS**

**3.2.1 Speaking on behalf of the City of Darwin**

[The Lord Mayor is the official spokesperson for the City of Darwin, representing the Local Government in official communications, including speeches, comment, print, electronic and social media.](#)

[Where the Lord Mayor is unavailable, the Deputy Mayor may act as the spokesperson.](#)

[The Chief Executive Officer may speak on behalf of the City of Darwin, where authorised to do so by the Lord Mayor.](#)

[It is respectful and courteous to the office of the Lord Mayor to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Lord Mayor has had opportunity to speak on behalf of the City of Darwin.](#)

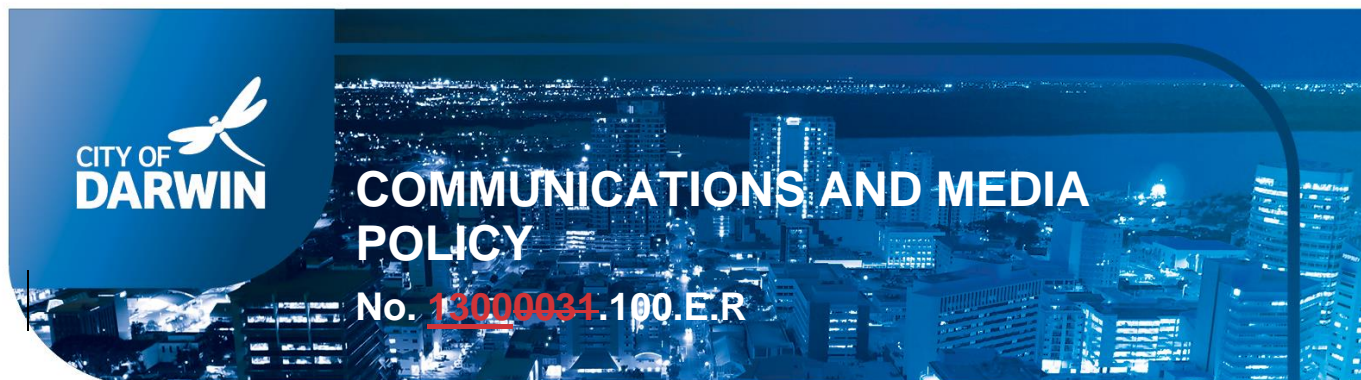
[Communications by Elected Members and workplace participants, whether undertaken in an authorised official capacity or as a personal communication, must not:](#)

- [bring the City of Darwin into disrepute](#)
- [compromise the person’s effectiveness in their role with the City of Darwin](#)
- [breach the Code of Conduct](#)
- [imply the City of Darwin’s endorsement of personal views](#)
- [imply the Elected Member or workplace participants is speaking on behalf of the City of Darwin, unless authorised to do so, or](#)
- [disclose, without authorisation, confidential information](#)

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**3.2.2 Elected member statements on City of Darwin matters**

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the City of Darwin.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- when personal views differ to a Council decision or City of Darwin policy, clearly state that the comment or content is a personal view only, which does not necessarily represent the views of City of Darwin
- be made with reasonable care and diligence
- be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws
- to the best of knowledge, be factually correct
- avoid damage to the reputation of the local government
- not reflect adversely on a decision of the Council
- not reflect adversely on the character or actions of another Elected Member or workplace participant
- maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, workplace participant or community member

**3.2.3 Responding to media enquiries**

In the interests of openness and transparency, City of Darwin is committed to providing comment and responses to all media enquiries where appropriate.

All enquiries from the media for an official City of Darwin comment, whether made to an individual Elected Member or workplace participant, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer.

Information will be coordinated to support the Lord Mayor or Chief Executive Officer (where authorised) to make an official response on behalf of the City of Darwin.

**3.2.4 Local government General Elections Caretaker Period**

In Local Government General Elections, during the caretaker period from the close of nominations until the declaration of the poll, all media statements on behalf of the City of Darwin are required to be issued in the name of the Chief Executive Officer.

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~~In various forms of communication, including verbal, print and digital, Elected Members and Council staff are expected to adhere to the highest standards of ethical practice and professional competency.~~

~~Council recognises that the key to building positive and lasting partnerships with our community requires effective two-way communication that is open and transparent and based on productive relationships with media agencies. City of Darwin is committed to open and transparent communications that maximise our community's understanding and knowledge of our decisions, services, programs and initiatives.~~

~~City of Darwin is committed to communication practices that:~~

- ~~• Inform the community of key Council decisions, services, programs and initiatives.~~
- ~~• Promote community access to Elected Members and Council staff.~~
- ~~• Promote transparency and accountability of Council's decision-making processes.~~
- ~~• Promote opportunities for the community to participate in Council activities.~~
- ~~• Build civic pride and community inclusiveness through a positive image of the City of Darwin.~~

~~Elected Members and Council staff of City of Darwin are expected to demonstrate standards of conduct and behaviour that are consistent with their respective Codes of Conduct, the Customer FIRST Strategy, legislation, policies and procedures.~~

~~To ensure City of Darwin is delivering services that are aligned with our community's expectations, Council communicates with stakeholders through a variety of channels to appreciate their needs, concerns, ideas and aspirations.~~

~~Council accepts the important role of the media to report on issues of interest to the community and its right to scrutinise Council activities. Council works to maintain positive and respectful relationships with media agencies.~~

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## 4 POLICY

### 4.1 MEDIA RELATIONS AND SPOKESPERSON(S)

#### 4.1.1 Media Relations

~~Media relations is a key part of Council operations and an important source of information for our community. A significant part of Council's role as a community leader and advocate is to be the Government for Darwin. Media relations is the way we promote City of Darwin, by letting the media tell our stories through our active engagement with media agencies.~~

~~Media agencies and journalists are engaged regularly on a proactive basis to ensure their stories and messaging about City of Darwin's activities is accurate and positive.~~

~~In the interests of openness and transparency, City of Darwin is committed to providing comment and responses to all media enquiries, City of Darwin has a no 'no comment' approach to media relations.~~

~~Engagement with media agencies and journalists occurs exclusively between the Chief Executive Officer, General Manager Government Relations and External Affairs and the Public Relations and External Affairs Advisor.~~

#### 4.1.2 Spokesperson(s)

~~Council staff are not permitted to be interviewed or provide a response to the media unless authorised for that specific purpose and instance. All media enquiries must be directed to pr@darwin.nt.gov.au or phone 0466 207 090.~~

~~The Chief Executive Officer is the official spokesperson on high level operational matters but can delegate this responsibility as necessary.~~

~~The Chief Executive Officer's delegation extends to responses to media enquiries of a day to day operational level or enquiries of a technical nature being referred to the relevant General Manager, or a member of staff in consultation with that General~~

~~Manager, to act as spokesperson. These enquiries will be referred by the Public Relations and External Affairs Advisor.~~

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~~The Lord Mayor is the official spokesperson on decisions and policy positions of Council. If the Lord Mayor is unavailable, the Deputy Lord Mayor or another Elected Member can act as Council's official spokesperson to convey Council's resolved position or policy.~~

~~Elected Members are able to engage with media in their capacity as elected individuals. It is recommended that Elected Members advise the Chief Executive Officer of any media interactions so that an accurate position of Council can be conveyed, and key messaging furnished to support that interaction.~~

~~When speaking to media Elected Members are encouraged to make it clear whether they are representing Council in accordance with a resolved position of adopted Council or whether they are presenting a personal viewpoint. Council staff responsible for media will not provide support to Elected Members when presenting a personal viewpoint.~~

**4.1.3 Local Government General Elections Caretaker Period**

~~In Local Government General Elections, during the caretaker period from the close of nominations until the declaration of the poll, all media statements on behalf of the City of Darwin are required to be issued in the name of the Chief Executive Officer.~~

~~Example: Authorised by Scott Waters, Chief Executive Officer, City of Darwin~~

**4.2 COMMUNICATIONS TOOLS**

~~City of Darwin uses a variety of communication tools to provide the media and community with timely information. The dissemination of information through digital communication channels is the preferred method, supported by additional channels as needed to reach relevant stakeholders.~~

~~Communication tools are for the use of City of Darwin events, projects and strategic priorities only. Excepting this, there may be occasions where a partnership with the Australian or Northern Territory Government requires joint communication, and this will be done in accordance with the relevant terms of that partnership or funding agreement.~~

**4.2.1 Media Releases**

~~A key communication tool is the issuing of media releases. A protocol for quoting in media releases is outlined as follows:~~

- ~~• Municipality-wide or policy-oriented stories are to quote the Lord Mayor.~~
- ~~• Stories connected to a specific Municipal Ward or geographic location quote the Lord Mayor and may also quote relevant Ward Aldermen.~~
- ~~• Stories arising from the work of a committee are quoted on by an Elected Member as Committee Chair, as well as the Lord Mayor.~~
- ~~• Contentious Council matters are quoted on by the Lord Mayor.~~
- ~~• Operational issues are quoted on by the Chief Executive Officer or as delegated.~~

~~Media releases are distributed to media outlets, posted on Council's website and distributed to Elected Members, staff and a subscribed distribution list.~~

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~~Joint media releases involving the Australian or Northern Territory Governments, or other local government bodies may only be issued with appropriate approvals.~~

~~Joint media releases with third parties are discouraged and are only approved in certain circumstances and where the media release is on a City of Darwin template, with a quote from a third party.~~

**4.2.2 — Media Alerts**

~~Media alerts are issued by City of Darwin to media outlets prior to a media event to ensure their attendance, outlining key opportunities, spokesperson(s), Workplace Health and Safety requirements, locational information, photographic or footage opportunities or entry conditions as relevant.~~

~~Media alerts are distributed to media outlets and are distributed to Elected Members, staff and a subscribed distribution list.~~

**4.2.3 — Websites**

~~Council's websites are key communication tools and host a range of content specific to the services, events and programs offered by the City of Darwin. Council's websites also provide an avenue to distribute information to the community and display information required by legislation and are designed from a user-experience or customer needs perspective.~~

~~Content published on Council's websites aims to conform to the standard of Level AA of the Web Content Accessibility Guidelines Version 2 (WCAG 2.0).~~

~~In addition to City of Darwin's website (darwin.nt.gov.au) Council manages other websites and subdomains that provide more additional targeted service to the community.~~

~~Requests for website subdomains must be approved by the General Manager Government Relations and External Affairs~~

**4.2.4 — Social Media Platforms**

~~City of Darwin recognises that digital communication through social media platforms is an effective way to engage with the community.~~

~~Elected Members and Council staff are encouraged to share Council's content on their personal (or Alderman) social media accounts.~~

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**4.2.5— Personal Use of Social Media Platforms**

~~City of Darwin encourages Elected Members and Council staff to participate in social media communications positively. When doing so, Elected Members and Council staff are participating and expressing views in an individual capacity and should consider the values and behaviours outlined in their respective Codes of Conduct.~~

~~Any breach of a Code of Conduct via digital communication or social media platforms will be dealt with in accordance with relevant procedures.~~

**4.2.6— Publications**

~~City of Darwin issues various print form and digital publications, as well as other editorial and advertising content on a regular basis.~~

**4.2.7— SMS Messaging**

~~Authorised SMS messaging can be used by City of Darwin to contact members of the community who have consented to this service and whose details are contained within Council's databases for a specific purpose.~~

~~Mass SMS messages (to multiple recipients) must be approved by the General Manager Government Relations and External Affairs.~~

**4.2.8— Mass Correspondence (including fliers)**

~~City of Darwin issues correspondence (including fliers and postcards) to signal to community about works, services or programs Council may be undertaking that may affect certain community members. All mass correspondence must be approved by the General Manager Government Relations and External Affairs.~~

**4.2.9— E-Newsletters**

~~City of Darwin issues e-newsletters about specific programs or services to community members who have subscribed to this service on a regular basis.~~

~~E-newsletters are considered mass external communications and must be approved by the General Manager Government Relations and External.~~

**4.2.10— Email Signature Banners**

~~Email signature banners are used to promote strategic initiatives, events and/or advocacy priorities, like major projects and must be approved by the General Manager Government Relations and External Affairs.~~

~~Elected Members and Council staff are encouraged to update email signature banners to promote Council events, projects and initiatives for official City of Darwin emails.~~

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~~City of Darwin's brand is centrally managed in accordance with the City of Darwin Brand Guidelines. All material must include Council's brand and be approved by the General Manager Government Relations and External Affairs.~~

~~Council may develop additional and specific brands as required for key initiatives. Requests for new branding must be submitted to Marketing and Communications Team who will coordinate the brief and develop guidelines for its use.~~

~~Council's brand associated with the Darwin 2030: City for People. City of Colour. strategic plan and strategy framework must be accessed via the Marketing and Communications Team. Design of documents associated with this brand is coordinated via this team and authorised by the General Manager Government Relations and External Affairs.~~

~~Third parties wishing to use City of Darwin branding in any form of promotional or advertising material must seek written approval via the Chief Executive Officer.~~

**4.2.11 Logo Usage**

~~City of Darwin logos appear on all Council communications including correspondence, publications, forms, advertisements, displays, signage, uniforms, fleet vehicles and other plant, electronic communications and other relevant communication methods.~~

~~Co-branded media releases displaying two or more logos are discouraged, unless required as a result of a partnership or funding agreement with the Australian or Northern Territory Governments or another local government agency and may only be issued where there is a significant non-commercial partnership, alliance or sector-leading innovation.~~

~~City of Darwin logos are to be used in line with Branding Guidelines. Written approval must be sought prior to using a City of Darwin logo. Use of a logo without permission is a breach of Council's copyright and intellectual property requirements.~~

**4.2.12 City of Darwin Images & Audio Recordings**

~~Council maintains an image library that contributes to brand recognition and reputation. Images may be subject to copyright. Images from Council's website, publications or community platforms must not be reproduced without written permission from City of Darwin.~~

~~City of Darwin complies with industry practice in the taking of, and use of, photographic images and audio recordings of all persons for the purpose of Council related projects, promotion and/or publicity.~~

~~The taking of and use of photographic images/recordings of persons for this purpose will be done in accordance with the Information Privacy Principles (as part of the Information Act 2002) and Council's Privacy Management Framework, with the consent of the subject/person, unless the photographic image is deemed to be so general in scope that individuals cannot be identified, for example, crowd scenes.~~

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**4.2.13 Representations**

~~Council staff must obtain approval before presenting at a conference or seminar. Approval in principle to present the paper must be obtained from a General Manager or, if a General Manager, from the Chief Executive Officer at the time of the invitation.~~

~~The content of a presentation must be approved by a General Manager, with the format consistent with Council's Brand Guidelines and approved by the General Manager Government Relations and External Affairs.~~

~~Where an Elected Member is invited to present on behalf of Council on a particular matter, Government Relations and External Affairs are able to assist with the development of material and content for this purpose.~~

**4.2.14 Advertising**

~~Council undertakes advertising to communicate information and promote events, activities and services to the community. Council is required to advertise certain matters in accordance with legislation such as road closures, tenders and adoption of budgets.~~

~~Advertising is placed with the most appropriate media outlet or platform to satisfy a specific target audience or legislative requirement.~~

~~Advertising must be approved and meet City of Darwin's Brand Guidelines.~~

**4.2.15 Signage**

~~City of Darwin place signs (including digital signs) are to adhere to the standards outlined in the Brand Guidelines and, where necessary Council's Signs Code.~~

**4.2.16 Public Displays**

~~City of Darwin displays and exhibits must include the appropriate City of Darwin branding and logo placement and be of a professional standard.~~

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**54 DEFINITIONS**

**Council** means City of Darwin, a body corporate constituted as a municipal Council under the Local Government Act 2019.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the Local Government Act 2019, also referred to as Councillors.

**Marketing, Communications and Engagement department** includes the services and functions of Marketing, Communications, Engagement, Public Relations, Media and Relations.

**Media** means a media or news organisation including print, broadcast or online.

**Official communications** mean communication that has been prepared to share information via broad communications channels, which may include websites, speeches, social media, newsletters, advertising or media releases, statements and responses.

**Social media** means a social networking channel that enables users to create and share information.

**Website** means a website or intranet site managed by City of Darwin including sites to promote a particular service or function, such as community consultation.

**Workplace participant**

Employees, volunteers, work experience placements, contractors, consultants, and labour-hire staff of City of Darwin.

**65 LEGISLATIVE REFERENCES**

- Information Act NT 2002
- Local Government Act NT 2019

~~The Local Government Act 2019 (NT) provides the legal basis for City of Darwin to have a role in promoting the social, economic, environmental, and cultural wellbeing of its community and for community participation in such activities.~~

**76 PROCEDURES AND RELATED DOCUMENTS**

- 310.100.E.R – Communications and Media Policy
- 1310.010.I.R - Communications and Media Procedure
- 1330.100.E.R – Social Media Policy
- 1330.010.I.R – Social Media Procedure
- 1370.001.I.R - Brand Guidelines
- 1380.100.E.R – Image Consent Policy
- 1380.100.E.R – Image Consent Procedure
- XXXX.XXX.X.X - Caretaker Policy
- XXXX.XXX.X.X - Brand Guidelines
- XXXX.XXX.X.X - Elected Member Protocols and Interactions Policy
- XXXX.XXX.X.X - Code of Conduct – Employees
- XXXX.XXX.X.X - Code of Conduct – Elected Members
- XXXX.XXX.X.X - Register of Delegations and Sub-Delegations.
- City of Darwin By-Laws

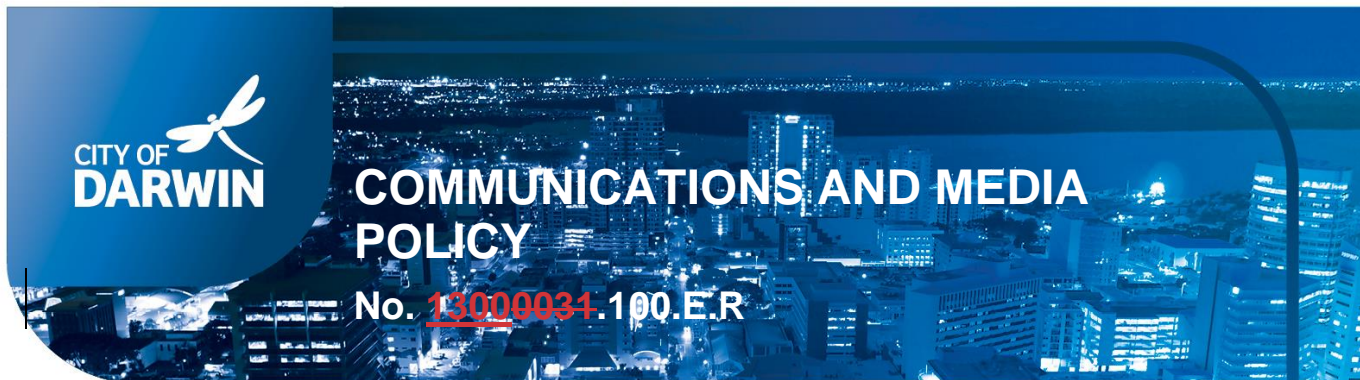
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- ~~Policy – Code of Conduct for Elected Members~~
- ~~Policy – Elected Members Access to Council Information~~
- ~~City of Darwin 0015.100.E.R Elected Member Protocols and Interactions~~
- ~~City of Darwin 0036.100.E.R Caretaker Policy~~
- ~~Advertising Signs Code~~
- ~~City of Darwin Code of Conduct for Council staff~~
- ~~Code of Meeting Practice~~
- ~~Communications and Media Procedure~~
- ~~Brand Guidelines Procedure~~

## **87 RESPONSIBILITY AND APPLICATION**

~~The Executive Manager Marketing, Communications and Engagement is responsible for managing the implementation of this policy.  
Council is responsible for approving this policy.~~

~~This policy applies to Elected Members and Council Staff.~~

~~Elected Members are responsible for adhering to this policy insofar as it applies to their role as outlined in the Local Government Act 2019 (NT). The Lord Mayor has the additional role to speak on behalf of the Council as Council’s principal representative.~~

~~The General Manager Government Relations and External Affairs is responsible for the strategic oversight of the Government Relations and External Affairs Department and therefore managing Council’s reputation and facilitating communications and public relations functions of Council.~~

~~The General Manager Government Relations and External Affairs is responsible for the implementation of this policy, related procedures and training requirements for Elected Members and Council staff.~~

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**14.4 REVIEW OF COMMUNITY ENGAGEMENT POLICY**

**Author:** Executive Manager Marketing, Communications and Engagement

**Authoriser:** Chief Executive Officer

**Attachments:**

1. **Attachment 1 - 1350.100.E.R Community Engagement Policy** [↓](#)
2. **Attachment 2 - 1350.010.I.R Community Engagement Framework** [↓](#)
3. **Attachment 3 - 0025.100.E.R Community Engagement Policy** [↓](#)
4. **Attachment 4 - 0025.100.E.R Community Engagement Policy Track Changes** [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled Review of Community Engagement Policy be received and noted.
2. THAT Council adopt the Community Engagement Policy at **Attachment 1**.
3. THAT Council receive and note the Community Engagement Framework at **Attachment 2**.

**PURPOSE**

The purpose of this report is to adopt the new 1350.100.E.R – Community Engagement Policy provided at **Attachment 1**.

**KEY ISSUES**

- The Community Engagement Policy at **Attachment 3** is due to review and has subsequently been updated.
- The updated Community Engagement Policy aims to enhance City of Darwin's approach to community engagement processes.
- The updated Community Engagement Policy has been simplified to provide clearer and more concise information.
- The Community Engagement Policy is supported by the new Community Engagement Framework, provided at **Attachment 2**.
- The Community Engagement Policy will be reviewed at least once each term of Council, and as required at the discretion of the Chief Executive Officer to ensure it remains in alignment with legislation, strategic intent and best practice.

**DISCUSSION**

A revised, more concise Community Engagement Policy (**Attachment 1**) has been developed in line with City of Darwin's commitment to open, transparent and responsive community engagement.

City of Darwin aims to inform the public about decisions and to provide appropriate mechanisms for public participation in Council decision making to ensure that community needs and values are recognised in service planning and delivery.

The International Association for Public Participation (IAP2) framework guides the community engagement conducted by City of Darwin.

The revised Community Engagement Policy is supported by the new Community Engagement Framework (**Attachment 2**).

The revised Community Engagement Policy and new Community Engagement Framework have been subject to an internal consultation process with City of Darwin's Senior Leadership Team and have been endorsed by the Chief Executive Officer and the General Managers of the Innovation, Community and Corporate Hubs.

The community engagement governance documents of other local government bodies have been referenced in the updating of City of Darwin's Community Engagement Policy.

The existing Community Engagement Policy is available at **Attachment 3** and a copy of the existing policy with tracked changes is available at **Attachment 4**.

**PREVIOUS COUNCIL RESOLUTION**

At the 14 August 2018 meeting Council resolved:

**14.1.2 Review of Policy 025 - Community Engagement**

Report No. 18CL0078 SJ:kl (14/08/18) Common No. 1612461

(Want de Rowe/Bouhoris)

- A. THAT Report Number 18CL0078 SJ:kl entitled Review of Policy 025 - Community Engagement, be received and noted.
- B. THAT Council rescind the current City of Darwin Policy No. 025 - Community Engagement at **Attachment A** to Report Number 18CL0078 SJ:am entitled Review of Policy 025 – Community Engagement.
- C. THAT Council adopt the new City of Darwin Policy No. 025 – Community Engagement at **Attachment B**, as amended
- in the principle to include: Acknowledgement of Cultural Diversity: The cultural diversity of the community is recognised and taken into consideration in community engagement.
  - 'Appropriately skilled people' to replace 'trained people' in the Professional and Reputable principle.
- to Report Number 18CL0078 SJ:am entitled Review of Policy 025 – Community Engagement.

DECISION NO.22\1024

(14/08/18)

Carried unanimously

ACTION: MANAGER STRATEGY

NOTE: MANAGER ENGAGEMENT AND PARTICIPATION

NOTE: EXECUTIVE MANAGER

<p><b>STRATEGIC PLAN ALIGNMENT</b></p>	<p>6 Governance Framework 6.3 Decision Making and Management</p>
<p><b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b></p>	<p><b>Budget/Funding:</b> Nil</p>
<p><b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b></p>	<p><b>Legislation:</b>  <i>Information Act NT 2002</i>  <i>Local Government Act NT 2019</i>  <i>Planning Act NT 1999</i>                      City of Darwin By-Laws 1994</p> <p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>0015.100.E.R Elected Member Protocols and Interactions Policy</li> <li>0036.100.E.R Caretaker Policy</li> <li>0094.100.E.R Breach of Code of Conduct – Elected Members</li> <li>1040.010.I.N Register of Delegations and Sub-Delegations</li> <li>1310.010.I.R Communications and Media Procedure</li> <li>1310.100.E.R Communications and Media Policy</li> <li>1330.010.I.R Social Media Procedure</li> <li>1330.100.E.R Social Media Policy</li> <li>1350.010.E.R Community Engagement Framework</li> <li>1370.001.E.R Image Management Form</li> <li>1370.100.E.R Image Management and Consent Policy</li> <li>1380.001.E.R Brand Guidelines</li> <li>4000.010.I.R Code of Conduct – Employees</li> <li>City of Darwin Reconciliation Action Plan</li> </ul>
<p><b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b></p>	<p><b>Engagement Level:</b> Consult</p> <p><b>Tactics:</b></p> <p>Face-to-face consultation</p> <p>Draft document provided to Senior Leadership Team members for input and endorsement</p> <p><b>Internal:</b></p> <p>Senior Leadership Team</p> <p><b>External:</b></p> <p>The Community Engagement Policy will be published on the City of Darwin website.</p>

<p><b>DECLARATION OF INTEREST</b></p>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>
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## 1 PURPOSE

This policy will guide the delivery of community engagement processes across the organisation to better inform planning, decision making, policy development and service delivery.

This policy aims to enhance the use of community engagement processes using best practice standards whilst also ensuring that workplace participants, Elected Members and the community understand their roles in community engagement processes.

## 2 SCOPE

This policy applies to all City of Darwin workplace participants and Elected Members.

## 3 POLICY STATEMENT

City of Darwin is committed to open, transparent and responsive community engagement.

City of Darwin recognises that residents and other stakeholders have diverse opinions, innovative ideas and a wealth of life experience, and that this information allows Council to better understand issues and provide services that are tailored to community needs.

City of Darwin aims to inform the public about decisions and to provide appropriate mechanisms for public participation in Council decision making to ensure that community needs and values are recognised in service planning and delivery.

Community engagement does not replace the decision-making functions of Elected Members; rather, it enhances and informs this decision making. Responsibility for the final decision rests with Council.

This policy operates in conjunction with City of Darwin's Community Engagement Framework

### 3.1 SPECTRUM OF ENGAGEMENT

City of Darwin uses the International Association for Public Participation (IAP2) Spectrum of Engagement to guide our engagement process planning.

The example techniques provided in the table below may not all be used in a single engagement process. Communications tools and channels will be selected based on their suitability to the engagement topic at hand and the target audiences and objectives involved.

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Community Engagement Policy – 1350.100.E.R

GOVERNANCE

**Inform-level engagement processes**

Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Communication flow	One way
Our commitment to community	We will keep you informed.
The role of community	Listen
Engagement type	Informative
Example techniques	Fact sheets, websites, social media, advertising, public notices, newsletters, media release, signage, information sessions
Duration	Minimum one week

**Consult-level engagement processes**

Goal	To obtain public feedback on analysis, alternatives and/or decisions.
Communication flow	Two ways
Our commitment to community	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
The role of community	Contribute
Engagement type	Consultative
Example techniques	Public comment, focus groups, surveys, community meeting
Duration	Minimum two weeks

**Involve-level engagement processes**

Goal	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Communication flow	Two ways
Our commitment to community	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
The role of community	Participate
Engagement type	Deliberative
Example techniques	Workshops, advisory committees, reference groups, voting on options, interviews
Duration	Minimum six weeks

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**Community Engagement Policy – 1350.100.E.R**

GOVERNANCE

**Collaborate-level engagement processes**

Goal	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Communication flow	Two ways
Our commitment to community	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
The role of community	Partner
Engagement type	Deliberative
Example techniques	Participant-led workshops, project control groups
Duration	Minimum six weeks

**Empower-level engagement processes**

Goal	To place final decision making in the hands of the public.
Communication flow	Two ways
Our commitment to community	We will implement what you decide.
The role of community	Lead
Engagement type	Deliberative
Example techniques	Ballots, delegated decision making, citizen juries
Duration	Minimum six weeks

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#### 4 DEFINITIONS

**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 for Public Participation, 2014).

**Community** is an individual or a group of people united by at least one common characteristic such as geography, shared interests, values, experiences, or tradition.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the *Local Government Act 2019*, also referred to as Councillors.

**Stakeholder** is an individual or group that has an interest in any Council decision or activity, including but not limited to Traditional Custodians and First Nations communities, other tiers of government and government agencies, businesses, educational institutes, not-for-profit organisations, visitors, community members, advocacy groups, emergency services and advisory committees.

#### 5 LEGISLATIVE REFERENCES

- *Information Act NT 2002*
- *Local Government Act NT 2019*
- *Planning Act NT 1999*
- City of Darwin By-Laws 1994

#### 6 PROCEDURES AND RELATED DOCUMENTS

0015.100.E.R	Elected Member Protocols and Interactions Policy
0036.100.E.R	Caretaker Policy
0094.100.E.R	Breach of Code of Conduct – Elected Members
1040.010.I.N	Register of Delegations and Sub-Delegations
1310.010.I.R	Communications and Media Procedure
1310.100.E.R	Communications and Media Policy
1330.010.I.R	Social Media Procedure
1330.100.E.R	Social Media Policy
1350.010.E.R	Community Engagement Framework
1370.001.E.R	Image Management Form
1370.100.E.R	Image Management and Consent Policy
1380.001.E.R	Brand Guidelines
4000.010.I.R	Code of Conduct – Employees
	City of Darwin Reconciliation Action Plan

#### 7 RESPONSIBILITY AND APPLICATION

The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Marketing, Communications and Engagement.

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# Community Engagement Framework Procedure No. 1350.010.I.R

## 1. Purpose

The City of Darwin Community Engagement Framework outlines our commitment and approach to community engagement practice. It details the principles that guide our work towards delivering sustainable outcomes for our city: through shared problem-solving, open dialogue and meaningful participation.

Community engagement is everyone’s responsibility. It applies across the work that City of Darwin delivers, from strategic planning, to community development, service delivery and legislative requirements. The policy informs the planning, design, implementation and evaluation of community engagement processes.

This framework was endorsed by Council in 2023 and embedded across the organisation. It structures the way we invest in and are accountable for community engagement.

## 2. Scope

This procedure applies to all City of Darwin operations which includes all employees, consultants, contractors and any other relevant workplace participants which operate within the City of Darwin environment.

## 3. Procedure Statement

Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.

Whenever City of Darwin is planning, delivering a project or making a decision that significantly impacts the way our community experiences our city or their interaction with us, the community must have the opportunity to meaningfully participate in that process.

### 3.1 Principles of Community Engagement

The following principles will underpin City of Darwin community engagement processes and practices:

**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.

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## Community Engagement Framework Procedure No. 1350.010.I.R

**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.

**Acknowledgement of diversity:** the diversity of the community is recognised and taken into consideration in community engagement.

**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 appropriately skilled people.

### 3.2 Why do we Engage?

Effective community engagement contributes to the following outcomes:

- increased community awareness about policy development, planning, program and service delivery
- increased community satisfaction with City of Darwin and strengthening of trust between Council and community
- increased awareness of community views and needs for consideration in decision-making processes
- improved decision-making with solutions and outcomes broadly supported by and reflecting the best interests of the community
- strengthened capacity of community through increased knowledge and self-determination

### 3.3 When do we Engage?

Engagement is important when our decisions or activities impact on the community and when community input can improve our decisions, policy and services.

Priority will be given to engaging with the community when:

- it is a requirement under legislation or under a funding agreement
- when Council resolves to recommend the need for community engagement
- when the decision is likely to impact on people and the places they live and work

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## Community Engagement Framework Procedure No. 1350.010.I.R

- when a City of Darwin operated event, program, service, facility, community focussed policy, strategy or plan is to be introduced, changed or discontinued, which may impact on the community

### 3.4 When will we not Engage?

There are certain situations that are not suited to community engagement, and these include:

- when decisions must be made immediately
- when decisions relate to everyday City of Darwin operations
- when legal or commercial and other confidentiality restrictions prevent

### 3.5 How will we Engage?

Our level and methods of engagement will vary according to the decision, program or activity, and the purpose of the engagement.

#### 3.5.1 The Spectrum of Engagement

The International Association for Public Participation (IAP2) is an international organisation advancing the practice of public participation. City of Darwin uses the IAP2 Spectrum of Engagement to guide our planning.

#### Inform

Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Communication flow	One way
Our commitment to community	We will keep you informed.
The role of community	Listen
Engagement type	Informative
Example techniques	Fact sheets, websites, social media, advertising, public notices, newsletters, media release, signage, information sessions
Duration	Minimum one week

#### Consult

Goal	To obtain public feedback on analysis, alternatives and/or decisions.
Communication flow	Two ways
Our commitment to community	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
The role of community	Contribute
Engagement type	Consultative

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## Community Engagement Framework Procedure No. 1350.010.I.R

Example techniques	Public comment, focus groups, surveys, community meeting
Duration	Minimum two weeks

### Involve

Goal	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Communication flow	Two ways
Our commitment to community	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
The role of community	Participate
Engagement type	Deliberative
Example techniques	Workshops, advisory committees, reference groups, voting on options, interviews
Duration	Minimum six weeks

### Collaborate

Goal	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Communication flow	Two ways
Our commitment to community	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
The role of community	Partner
Engagement type	Deliberative
Example techniques	Participant-led workshops, project control groups
Duration	Minimum six weeks

### Empower

Goal	To place final decision making in the hands of the public.
Communication flow	Two ways
Our commitment to community	We will implement what you decide.
The role of community	Lead
Engagement type	Deliberative
Example techniques	Ballots, delegated decision making, citizen juries
Duration	Minimum six weeks

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### 3.5.2 IAP2 Core Values

The IAP2 framework is underpinned by seven core values that are aimed at ensuring organisations make better decisions which reflect the interests and concerns of potentially affected people and entities.

These values are:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

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## Community Engagement Framework Procedure No. 1350.010.I.R

### 3.5.3 Who is Involved in Engagement?

Community engagement is a shared responsibility, and there are roles for Elected Members, City of Darwin staff and the community in initiating, leading, participating in and delivering engagement activities.

Role	Responsibilities
Community, business, government and other stakeholders	Support community engagement processes and Council decision-making by seeking information, actively participating in engagement activities, putting forward ideas and promoting consultation opportunities to other stakeholders.
Elected Members	Champion the principles of engagement through leadership and modelling best-practice.
CEO and Senior Leadership Team	Champion the principles of engagement through leadership and modelling best-practice and observing process in the implementation of this policy.
Managers	Manage teams and projects to ensure community engagement is undertaken consistent with this framework and that staff are appropriately resourced, trained and supported.
Executive Manager Marketing, Communications and Engagement	Monitor the implementation of this framework and conduct periodic reviews to drive continuous improvement across the Community Engagement Framework.
Marketing, Communications and Engagement Department	Oversee the Community Engagement Framework to build organisational capacity and practice through provision of advice, services, training, resources and tools.
City of Darwin workplace participants	Ensure their community engagement planning and delivery is consistent with this framework and as appropriate to their role and function.

Some of the key stakeholder groups in Darwin include:

- Arts and cultural practitioners
- Business and industry
- Carers
- Chamber of commerce
- Children
- City of Darwin employees and contractors
- Community service providers
- Commuters
- Emergency services
- Environmental groups
- Families
- First Nations communities, in particular, Larrakia representative organisations
- Government departments

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- Heritage groups
- LGBTI+ community
- Local, State and Federal MPs
- Elected Members
- Media
- Neighbouring Councils or other local government organisations
- Not-for-profit organisations and groups
- People experiencing homelessness
- People from culturally and linguistically diverse backgrounds
- People with accessibility requirements
- Public transport user groups
- Ratepayers
- Residents
- Schools, education facilities and students
- Seniors/senior groups
- Sporting, leisure and recreational clubs and groups
- Visitors, Volunteers/ volunteer organisations
- Young people

### 4. Definitions

**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 for Public Participation, 2014).

**Community** is an individual or a group of people united by at least one common characteristic such as geography, shared interests, values, experiences, or tradition.

**Elected Members** means the individuals holding the office of a member of Council in accordance with the *Local Government Act 2019*, also referred to as Councillors.

**Stakeholder** is an individual or group that has an interest in any Council decision or activity, including but not limited to Traditional Custodians and First Nations communities, community members, other tiers of government and government agencies, businesses, educational institutes, not-for-profit organisations, visitors, advocacy groups, emergency services and advisory committees.

### 5. Legislative References

- *Information Act NT 2002*
- *Local Government Act NT 2019*
- *Planning Act NT 1999*
- City of Darwin By-Laws 1994

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### 6. Policies and Related Documents

1350.100.E.R Community Engagement Policy  
City of Darwin Reconciliation Action Plan

### 7. Responsibility / Application

As subject matter experts, all staff are responsible for the accuracy and relevance of the content of their corporate documents.

The Leadership Team will review the effectiveness of the Community Engagement Framework Procedure and associated processes.

#### Contact us

City of Darwin’s Marketing, Communications and Engagement department is responsible for Council’s engagement programs.

P: 08 8930 0300  
E: [engage@darwin.nt.gov.au](mailto:engage@darwin.nt.gov.au)  
W: [engage.darwin.nt.gov.au](http://engage.darwin.nt.gov.au)

### 8. Document Control

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## 1 PURPOSE

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 SCOPE

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 POLICY STATEMENT

A core principle of good governance is involving the community in decision making. Council is committed to engaging with the community to inform effective planning, policy development and decision making processes to best serve the Darwin 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.

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COMMUNITY ENGAGEMENT POLICY 0025.100.E.R

GOVERNANCE

**3.1 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.

Acknowledgement of cultural diversity: the cultural diversity of the community is recognised and taken into consideration in community engagement.

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 appropriately skilled people.

**3.2 Levels of Engagement**

The level of community engagement undertaken will relate to the nature, complexity and impact of the issue, plan or strategy. Throughout a community engagement process these levels will often complement and overlap each other.

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COMMUNITY ENGAGEMENT POLICY 0025.100.E.R

GOVERNANCE

Level	Inform (tell)	Discuss (create understanding)	Consult (ask)	Involve (work together)
What it means	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.
When to use	<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>
Timeframe	Recommended minimum 1 week	Minimum 2 weeks	Minimum 3 weeks	Minimum 6 weeks

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 submission to be suppressed.

4 DEFINITIONS

**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 for Public Participation, 2014).

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COMMUNITY ENGAGEMENT POLICY 0025.100.E.R

GOVERNANCE

**5 LEGISLATIVE REFERENCES**

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.

**6 PROCEDURES AND RELATED DOCUMENTS**

City of Darwin 0033.100.E.R Privacy Policy

**7 RESPONSIBILITY AND APPLICATION**

The Chief of Staff is responsible for managing the implementation of this policy. This policy will be reviewed once during the term of Council or more often as required.

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Responsible Officer: GM Community and Regulatory Services		Next Review Date: 14/08/2022

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GOVERNANCE

## 1 PURPOSE

This policy will guide the delivery of community engagement processes across the organisation to better inform planning, decision making, policy development and service delivery.

This policy aims to enhance the use of community engagement processes using best practice standards whilst also ensuring that workplace participants, Elected Members and the community understand their roles in community engagement processes.

~~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 SCOPE

This policy applies to all City of Darwin workplace participants and Elected Members.

~~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 POLICY STATEMENT

City of Darwin is committed to open, transparent and responsive community engagement.

City of Darwin recognises that residents and other stakeholders have diverse opinions, innovative ideas and a wealth of life experience, and that this information allows Council to better understand issues and provide services that are tailored to community needs.

City of Darwin aims to inform the public about decisions and to provide appropriate mechanisms for public participation in Council decision making to ensure that community needs and values are recognised in service planning and delivery.

Community engagement does not replace the decision-making functions of Elected Members; rather, it enhances and informs this decision making. Responsibility for the final decision rests with Council.

This policy operates in conjunction with City of Darwin's Community Engagement Framework

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**3.1 Spectrum of engagement**

City of Darwin uses the International Association for Public Participation (IAP2) Spectrum of Engagement to guide our engagement process planning.

The example techniques provided in the table below may not all be used in a single engagement process. Communications tools and channels will be selected based on their suitability to the engagement topic at hand and the target audiences and objectives involved.

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**Inform-level engagement processes**

<u>Goal</u>	<u>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.</u>
<u>Communication flow</u>	<u>One way</u>
<u>Our commitment to community</u>	<u>We will keep you informed.</u>
<u>The role of community</u>	<u>Listen</u>
<u>Engagement type</u>	<u>Informative</u>
<u>Example techniques</u>	<u>Fact sheets, websites, social media, advertising, public notices, newsletters, media release, signage, information sessions</u>
<u>Duration</u>	<u>Minimum one week</u>

**Consult-level engagement processes**

<u>Goal</u>	<u>To obtain public feedback on analysis, alternatives and/or decisions.</u>
<u>Communication flow</u>	<u>Two ways</u>
<u>Our commitment to community</u>	<u>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</u>
<u>The role of community</u>	<u>Contribute</u>
<u>Engagement type</u>	<u>Consultative</u>
<u>Example techniques</u>	<u>Public comment, focus groups, surveys, community meeting</u>
<u>Duration</u>	<u>Minimum two weeks</u>

**Involve-level engagement processes**

<u>Goal</u>	<u>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</u>
<u>Communication flow</u>	<u>Two ways</u>
<u>Our commitment to community</u>	<u>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</u>
<u>The role of community</u>	<u>Participate</u>
<u>Engagement type</u>	<u>Deliberative</u>

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<a href="#">Example techniques</a>	<a href="#">Workshops, advisory committees, reference groups, voting on options, interviews</a>
<a href="#">Duration</a>	<a href="#">Minimum six weeks</a>

**[Collaborate-level engagement processes](#)**

<a href="#">Goal</a>	<a href="#">To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.</a>
<a href="#">Communication flow</a>	<a href="#">Two ways</a>
<a href="#">Our commitment to community</a>	<a href="#">We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.</a>
<a href="#">The role of community</a>	<a href="#">Partner</a>
<a href="#">Engagement type</a>	<a href="#">Deliberative</a>
<a href="#">Example techniques</a>	<a href="#">Participant-led workshops, project control groups</a>
<a href="#">Duration</a>	<a href="#">Minimum six weeks</a>

**[Empower-level engagement processes](#)**

<a href="#">Goal</a>	<a href="#">To place final decision making in the hands of the public.</a>
<a href="#">Communication flow</a>	<a href="#">Two ways</a>
<a href="#">Our commitment to community</a>	<a href="#">We will implement what you decide.</a>
<a href="#">The role of community</a>	<a href="#">Lead</a>
<a href="#">Engagement type</a>	<a href="#">Deliberative</a>
<a href="#">Example techniques</a>	<a href="#">Ballots, delegated decision making, citizen juries</a>
<a href="#">Duration</a>	<a href="#">Minimum six weeks</a>

~~A core principle of good governance is involving the community in decision making. Council is committed to engaging with the community to inform effective planning, policy development and decision making processes to best serve the Darwin community.~~

<b><del>Why will we engage?</del></b>	<del>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.</del>
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<p><b>When will we engage?</b></p>	<p><del>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.</del></p>
<p><b>How will we engage?</b></p>	<p><del>Our level and methods of engagement will vary according to the decision, program or activity and the purpose of the engagement.</del></p>

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COMMUNITY ENGAGEMENT POLICY 0025.100.E.R

GOVERNANCE

**3.1 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.~~

~~Acknowledgement of cultural diversity: the cultural diversity of the community is recognised and taken into consideration in community engagement.~~

~~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 appropriately skilled people.~~

**3.2 Levels of Engagement**

The level of community engagement undertaken will relate to the nature, complexity and impact of the issue, plan or strategy. Throughout a community engagement process these levels will often complement and overlap each other.

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COMMUNITY ENGAGEMENT POLICY 0025.100.E.R

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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

~~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 submission to be suppressed.~~

#### 4 DEFINITIONS

**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 for Public Participation, 2014).

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**COMMUNITY ENGAGEMENT POLICY 0025.100.E.R**

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Community is an individual or a group of people united by at least one common characteristic such as geography, shared interests, values, experiences, or tradition.

Elected Members means the individuals holding the office of a member of Council in accordance with the Local Government Act 2019, also referred to as Councillors.

Stakeholder is an individual or group that has an interest in any Council decision or activity, including but not limited to Traditional Custodians and First Nations communities, other tiers of government and government agencies, businesses, educational institutes, not-for-profit organisations, visitors, community members, advocacy groups, emergency services and advisory committees.

**5 LEGISLATIVE REFERENCES**

- [Information Act NT 2002](#)
- [Local Government Act NT 2019](#)
- [Planning Act NT 1999](#)
- [City of Darwin By-Laws 1994](#)

~~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.~~

**6 PROCEDURES AND RELATED DOCUMENTS**

- [1310.100.E.R – Communications and Media Policy](#)
- [1310.010.I.R - Communications and Media Procedure](#)
- [1330.100.E.R – Social Media Policy](#)
- [1330.010.I.R – Social Media Procedure](#)
- [1370.001.I.R - Brand Guidelines](#)
- [1380.100.E.R – Image Consent Policy](#)
- [1380.100.E.R – Image Consent Procedure](#)
- [0036.100.E.R - Caretaker Policy](#)
- [0015.100-E.R - Elected Member Protocols and Interactions Policy](#)
- [4000.010.I.R. Code of Conduct – Employees](#)
- [0094.100.E.R. Code of Conduct – Elected Members](#)
- [1040.010.I.N. Register of Delegations and Sub-Delegations](#)
- [City of Darwin Reconciliation Action Plan](#)

~~City of Darwin 0033.100.E.R - Privacy Policy~~

**7 RESPONSIBILITY AND APPLICATION**

The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Marketing, Communications and Engagement.

~~The Chief of Staff is responsible for managing the implementation of this policy.~~

~~This policy will be reviewed once during the term of Council or more often as required.~~

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## 15 RECEIVE & NOTE REPORTS

### 15.1 DRAFT RECONCILIATION ACTION PLAN 2023-2025

**Author:** Reconciliation Action Lead  
Executive Manager Community and Cultural Services

**Authoriser:** General Manager Community

**Attachments:** 1. Draft Reconciliation Action Plan 2023-25 [↓](#)

#### RECOMMENDATIONS

THAT the report entitled Draft Reconciliation Action Plan 2023-2025 be received and noted

#### PURPOSE

The purpose of this report is to update Council on the development of the City of Darwin's next Reconciliation Action Plan and to advise Council of the internal and external stakeholder consultation process.

#### KEY ISSUES

- A Consultation Draft Reconciliation Action Plan 2023 -2025 was distributed for comment on 10 February 2023 to seek input from key stakeholders by 10 March 2023.
- Stakeholder feedback has been integrated into the Draft Reconciliation Action Plan 2023 - 2025 at **Attachment 1**.
- On 21 March 2023, Elected Members were briefed on the development of the Draft Reconciliation Action Plan.
- Reconciliation Australia have key mandatory actions at each stage of Reconciliation Action Plans and are the body to endorse final plans, these mandatory actions are incorporated in the Draft.
- Once Council endorse City of Darwin's Reconciliation Action Plan 2023 -2025 it will need to be forwarded to Reconciliation Australia by no later than 8 July 2023 for their formal endorsement. Officers anticipate submitting this to Reconciliation Australia by late May 2023.

## DISCUSSION

A Consultation Draft Reconciliation Action Plan 2023 to 2025 was distributed to internal and key external stakeholders for comment and feedback by 10 March 2023.

Reconciliation Australia have key mandatory actions at each stage of Reconciliation Action Plans and are the body to endorse final plans, these mandatory actions are incorporated in the Draft Reconciliation Action Plan 2023 to 2025 at **Attachment 1**.

**Once Council endorse City of Darwin's Reconciliation Action Plan 2023 -2025 it will need to be forwarded to Reconciliation Australia by no later than 8 July 2023 for their formal endorsement.**

The Draft Reconciliation Action Plan 2023 to 2025 has been part of a targeted consultation process focused on key external stakeholders and internal City of Darwin stakeholders.

### Internal

The following groups have taken part in the internal consultation for the Draft Reconciliation Action Plan 2023 -2025:

#### Reconciliation Advisory Committee

City of Darwin's Reconciliation Advisory Committee was established in February 2022 as part of our previous Reconciliation Action Plan commitments.

The Reconciliation Advisory Committee comprises of members from Larrakia Nation Aboriginal Corporation, North Australian Aboriginal Justice Agency, Northern Territory Indigenous Business Network, Australian Broadcasting Corporation, and the Northern Territory Public Health Network. In addition, there are two community members who are currently appointed to this Advisory Committee. The City of Darwin CEO and an appointed Elected Member also sit on this Advisory Committee. This group is convened and receives secretariat support from the Reconciliation Action Lead and meets a minimum of four times annually.

The Advisory Committee were provided the Consultation Draft Reconciliation Action Plan 2023 - 2025 on 10 February and it was discussed at their most recent meeting on 20 March 2023. Feedback has been provided and integrated into **Attachment 1**.

#### Reconciliation Implementation Group

The Reconciliation Implementation Group comprises of staff representing all hubs and locations within the City of Darwin at a variety of levels. This group is convened and receives secretariat support from the Reconciliation Action Lead. The group meets a minimum of four times annually.

The group was provided the Consultation Draft Reconciliation Action Plan 2023 -2025 on 10 February 2023 and feedback was provided and integrated into **Attachment 1**.

#### First Nations Staff Support Network

The First Nations Staff Support Network comprises of First Nations Staff members from across the organisation. This group meet quarterly and are convened by the Reconciliation Action Lead, Chaired by a founding member with secretariat support from a founding member.

The Consultation Draft Reconciliation Action Plan 2023 -2025 was discussed at their most recent meeting on 23 February 2023 and feedback provided and integrated into **Attachment 1**.

### **The Senior Leadership Team**

This group was provided the Consultation Draft Reconciliation Action Plan 2023-2025 on 10 February 2023 and had previously been provided opportunities for input in its development. Executive Manager of Community and Cultural Services has met with Executive Managers who carry responsibilities for deliverables in the Draft document to finalise timing, budget implications and staff resourcing.

The Consultation Draft Reconciliation Action Plan 2023 -2025 was distributed to this group on 10 February 2023 and feedback provided and integrated into **Attachment 1**.

### **External Organisations**

The following external organisations have received copies of the Consultation Draft Reconciliation Action Plan 2023-2025 on 10 February 2023. Some organisations have taken the opportunity to meet with Officers to discuss the Draft and provide feedback.

- Aboriginal Resource and Development Services (ARDS)
- Council for Aboriginal Alcohol Program Services Inc (Australia) - CAAPS
- Danila DiBa Health Service
- Larrakia Nation Aboriginal Corporation
- Gwalwa Daraniki Association
- Larrakia Development Corporation (LDC)
- North Australian Aboriginal Justice Agency (NAAJA)
- Northern Territory Indigenous Business Network (NTIBN)
- Westpac – Indigenous Business Manager
- NT Stolen Generations Aboriginal Corporation
- Identity Belonging Connection (IBC) Community Services
- Northern Territory Primary Health Care (NTPHN)
- Group Training NT
- Catholic Education Northern Territory
- Mission Australia
- NT General Practice Education
- Kentish Lifelong Learning and Care
- The Salvation Army
- Greening Australia
- Life Without Barriers

Officers have integrated feedback from internal and external stakeholders in **Attachment 1** for consideration in developing the final Reconciliation Action Plan.

### **Elected Members**

Received the Consultation Draft Reconciliation Action Plan 2023 -2025 and were provided an opportunity to discuss at Briefing on 21 March 2023 or to provide input in the development of the version at **Attachment 1**.

### **Next Steps**

As the final draft is developed Officers will work with Reconciliation Australia to draft the preliminary pages of the final document.

A further report to Council is anticipated for 16 May 2023 with the final version for endorsement. Pending Council's decision, the final draft will then be sent to Reconciliation Australia who require a minimum of 4 weeks to review.

The final date for submission to Reconciliation Australia is 8 July 2023. Officers anticipate earlier submission pending Council's decision.



<p><b>PREVIOUS COUNCIL RESOLUTION</b></p> <p>At the 11 August 2020 Ordinary meeting Council resolved:</p> <p><b>RESOLUTION ORD239/20</b></p> <ol style="list-style-type: none"> <li>1. THAT the report entitled Innovate Reconciliation Action Plan 2020-2022 be received and noted.</li> <li>2. THAT Council endorse the Innovate Reconciliation Action Plan 2020-2022.</li> <li>3. THAT following Council endorsement, the City of Darwin Innovate Reconciliation Action Plan 2020-2022 be submitted to Reconciliation Australia for final approval.</li> </ol>	
<p><b>STRATEGIC PLAN ALIGNMENT</b></p>	<p>5 A Vibrant and Creative City</p> <p>5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity</p>
<p><b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b></p>	<p>Funding to implement the Draft Reconciliation Action Plan 2023-2025 has been referred to the 2023/24 budget process:</p> <p>2023/24 \$ 145 000</p> <p>2024/25 \$ 130 000</p>
<p><b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b></p>	<p>Nil</p>
<p><b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b></p>	<p>Targeted external stakeholder engagement and internal consultation.</p> <p>As outlined in this report key stakeholders were provided with the Consultation Draft Reconciliation Action Plan 2023-2025. These stakeholders are listed in the body of the report. Meetings were held with some key organisations on request and internal consultation took place with the First Nations Staff Support Network, RAP Implementation Group, Senior Leadership Team and Elected Members.</p>
<p><b>DECLARATION OF INTEREST</b></p>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback



City of Darwin is on Larrakia land.

We want to build stronger relationships with Larrakia and other First Nations people and organisations.

We understand that these relationships must be built on respect; they will take listening, time, effort, attention, and resources. We will work to build trust and inclusivity in order to shape a better future for all.

Our Reconciliation Action Plan is guided by Elected Members, staff, our First Nations Staff Support Network, our Reconciliation Advisory Committee, and our internal Reconciliation Implementation Group.

Action	Deliverable	Timeframe	Responsibility
1. Establish and maintain mutually beneficial relationships with First Nations stakeholders and organisations	Meet with Larrakia representative organisations to develop guiding principles for future engagement Larrakia Nation Aboriginal Corporation, Larrakia Development Corporation and Gwalwa Daraniki Association Incorporated	By end of 2023	General Manager Community
	Explore formal MOU with Larrakia Nation and Larrakia Development Corporation and Gwalwa Daraniki Association Incorporated as the traditional owner representative bodies to ensure ongoing communication and collaboration	By end of 2023	General Manager Community
	Seek First Nations representation in all national or international trade delegations	By end of 2023	General Manager Innovation
	Implement an Expression of Interest process for First Nations representation on our Advisory Committees, Community Grants and Sponsorship panels	By end of 2023	General Manager Community
	Develop and implement an engagement plan to work with First Nations stakeholders and organisations	By end of 2023	General Manager Community
2. Build relationships through celebrating National Reconciliation Week (NRW)	Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff	Ongoing	General Manager Community
	Develop a First Nations Community Development Program incorporating sponsorship of key calendar events, community celebrations and community education programs	By end of 2023	General Manager Community
	Encourage and support RAP Working Group Members, Staff and Elected Members, across all Council departments to participate in an external National Reconciliation Week event	Ongoing	General Manager Community
	Organise at least one National Reconciliation Week activity each year	Ongoing	General Manager Community

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

	Support at least one Larrakia led National Reconciliation Week event each year	Ongoing	General Manager Community
	Register all our National Reconciliation Week events on Reconciliation Australia's <a href="#">NRW website</a>	Ongoing	General Manager Community
3. Promote reconciliation through our sphere of influence	Develop and implement a Staff engagement plan to raise awareness of reconciliation across our workforce	By end of 2024	General Manager Community
	Develop a dedicated section on the Staff Intranet for RAP information, actions, and achievements and a dedicated space on bulletin boards at Operations Centre	By end of 2023	CEO
	Develop a dedicated page on the City of Darwin website for RAP information, actions, and achievements	Review and update Quarterly	General Manager Community
	Consult with Larrakia and other First Nations to communicate our commitment to reconciliation publicly	By end of 2023	General Manager Community
	Acknowledge Larrakia Country and First Nations people throughout City of Darwin	By end of 2023	General Manager Community
	Positively influence our external stakeholders to drive reconciliation outcomes	Review and update Quarterly	CEO
	Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation	Review and update Quarterly	General Manager Community
	Support the development of an NT RAP Network	By end of 2023	General Manager Community
4. Promote positive race relations through anti-discrimination strategies	Raise awareness of our anti-discrimination policy	By end of 2023	General Manager Corporate
	Promote where appropriate external opportunities for First Nation people in relation to local government	Ongoing	CEO

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

	Develop, implement, and communicate a Cultural Safety Policy for our organisation based on internal review and consideration of: <ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Anti-Discrimination policy</li> <li>- First Nations engagement, via RAP implementation Group &amp; First Nations Staff Support Network on anti-discrimination policy</li> </ul>	By end of 2023	General Manager Community
	Educate Senior Leaders to identify racism and its impacts	Ongoing	General Manager Community



## Respect

*City of Darwin respects the cultural knowledge of the Larrakia and other First Nations People who live, work in and visit Darwin.*

*We value their contribution to Darwin's identity and vibrancy, and we will actively seek ways in which to demonstrate our continued respect.*

Action	Deliverable	Timeframe	Responsibility
5. Increase understanding, value and recognition of First Nations cultures, histories, knowledge, and rights through cultural learning	Conduct a review of cultural learning needs within our organisation	By end of 2023	General Manager Community
	Engage with Larrakia, relevant First Nations organisations and the First Nation Staff Support Network to inform our Cultural Safety Policy	By end of 2023	General Manager Community
	Develop, implement, and communicate a Cultural Learning Plan and Induction for our staff that includes: <ul style="list-style-type: none"> <li>- Larrakia and First Nations history</li> <li>- ongoing and recurrent training</li> <li>- registers and records of training and competency</li> <li>- First Nation presenters for First Nations cultural training</li> <li>- consultation with First Nations people for content</li> </ul>	By end of 2024	General Manager Corporate
	Include Larrakia and First Nations history of Darwin in Staff induction	Ongoing	General Manager Corporate
	Work with Larrakia representative organisations to enhance signage to acknowledge Larrakia history or places of significance	Annually	General Manager Community

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

	Acknowledge Larrakia country and First Nations Culture throughout City of Darwin	By end of 2024	General Manager Community
	Work with Stolen Generations organisation to develop a Stolen Generations Memorial with City of Darwin By end of 2024	By end of 2025	General Manager Community
	Deliver a Reconciliation Roadshow launching the new Reconciliation Action Plan to all staff	By end of 2023	General Manager Community
	Consider interpretive signage with information on seasons plants, trees and traditional bush foods in signage, electronic display boards or apps	Ongoing	General Manager Community
	Use First Nation Interpreter Services to assist our Staff where needed	Ongoing	General Manager Community
6. Demonstrate respect to First Nations peoples by observing cultural protocols	Increase Staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country	Ongoing	General Manager Corporate
	Develop, and implement a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country	By end of 2023	General Manager Community
	Continue to engage Larrakia Elders to provide a Welcome to Country or other appropriate cultural protocol at significant events each year	Ongoing	CEO
	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings and events including Council meetings	Ongoing	CEO
	Acknowledge other First Nations people at commencement of important meetings and or events as part of Welcome to Country and Acknowledgement of Country	Ongoing	CEO
	Support the distribution and promotion of the Larrakia Protocols	Ongoing	CEO
	Continue Acknowledgement of Country in email signatures	Ongoing	CEO
7. Build respect for First Nations cultures and histories by celebrating NAIDOC Week	Reconciliation Implementation Group to participate in an external NAIDOC Week event and to actively encourage participation from other staff	Ongoing	General Manager Community

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

	Promote and encourage participation in external NAIDOC events to all staff	Ongoing	CEO
	Encourage and support Staff and Elected Members, inclusive of all City of Darwin departments to participate in NAIDOC Week events	Ongoing	CEO
	Share information with the community about NAIDOC week and related events	Ongoing	CEO
	Continue to provide funding, sponsorship and in-kind support to Larrakia businesses and organisations during NAIDOC and Reconciliation Week	Ongoing	General Manager Community



## Opportunities

*City of Darwin understands it is critical to provide a culturally inclusive workplace and we know we need to work harder at building capacity and providing pathways and opportunities to Larrakia and First Nations staff.*

*We need to partner with Larrakia and First Nations organisations and people for an equitable future.*

Action	Deliverable	Timeframe	Responsibility
8. Improve employment outcomes by increasing First Nations recruitment, retention, and professional development	Build understanding of current First Nations Staffing to inform future employment and professional development opportunities	By end of June 2024	General Manager Corporate
	Develop, implement and communicate a First Nations Career Development Plan with engagement from First Nations Staff Support Network	By end of June 2025	General Manager Community
	Consider opportunities for First Nations Staff to undertake work experience, training and on the job opportunities	By end of June 2025	General Manager Corporate
	Develop, implement and communicate a First Nations Recruitment Plan including use of First Nations recruitment agencies and advertising job vacancies to effectively reach First Nations people	By end of 2024	General Manager Corporate
	Human Resources to monitor and report on First Nations recruitment and retention	Quarterly	General Manager Corporate
	Identify positions for recruitment and target First Nations candidates	Quarterly	General Manager Corporate
	Identify and allocate First Nations identified traineeship opportunities across Council	Ongoing	General Manager Corporate

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

	Continue to support the First Nations Staff Support Network through Senior Management and RAP Champion	Quarterly	General Manager Community
9. Increase First Nations supplier diversity to support improved economic and social outcomes	Review current spending, improve data collection and work towards targets to improve on expenditure in First Nations businesses	By end of 2024	General Manager Corporate
	Develop and communicate opportunities for procurement of goods and services from First Nations businesses to Staff	By end of 2024	General Manager Corporate
	Develop opportunities for Larrakia and First Nations artists and design businesses	By end of 2023	Corporate Manager Community
	Review and enhance the First Nations Procurement Plan	By end of 2024	General Manager Corporate
	Review and update procurement practices to enhance opportunities to procure goods and services from First Nations businesses	By end of 2024	General Manager Corporate
	Improve data collection on spending in Larrakia and First Nations businesses	By end of 2024	General Manager Corporate
	Develop commercial relationships with First Nations businesses	By end of 2024	General Manager Corporate
	Work with NT Indigenous Business Network to host a biennial session on procurement for First Nation businesses	By end of 2024	General Manager Corporate



Governance

Action	Deliverable	Timeframe	Responsibility
10. Establish and maintain an effective RAP Implementation group to drive governance of the RAP	Maintain and continue to grow First Nations representation on the Reconciliation Implementation Group	Ongoing	General Manager Community
	Establish and apply a Terms of Reference for the Reconciliation Implementation Group	By end of 2023 Reviewed annually	General Manager Community
	Quarterly meetings to drive and monitor RAP implementation	Quarterly	General Manager Community
	Identify resource needs for RAP implementation	Annually	General Manager Community

DRAFT V18 accepted feedback: CITY OF DARWIN RECONCILIATION ACTION PLAN Integrated feedback

11. Provide appropriate support for effective implementation of RAP commitments	Engage our senior leaders, staff, and Elected Members in the delivery of RAP commitments	Quarterly	CEO
	Identify and maintain appropriate systems to track, measure and report on RAP commitments	Annually	CEO
	Appoint and maintain an internal RAP Champion from senior management	Annually	General Manager Community
12. Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence	Annually	General Manager Community
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire	Annually	General Manager Community
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia	Annually	General Manager Community
	Report RAP progress to all Staff and Senior Leaders quarterly	Quarterly	General Manager Community
	Publicly report our RAP achievements, challenges and learnings	Annually	General Manager Community
	Participate in Reconciliation Australia’s Workplace RAP Barometer	Annually	General Manager Community
13. Continue our reconciliation journey by developing our next RAP	Register via Reconciliation Australia’s <a href="#">website</a> to begin developing our next RAP	By end of June 2025	General Manager Community



**16 REPORTS OF REPRESENTATIVES**

**17 QUESTIONS BY MEMBERS**

**18 GENERAL BUSINESS**

Nil

**19 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Wednesday, 26 April 2023, at 5:30pm (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

**20 CLOSURE OF MEETING TO THE PUBLIC**

THAT pursuant to Section 99 (2) of the Local Government Act and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

**RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act:

**26.1 Fannie Bay Equestrian Club Proposal for Development**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 51(d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information subject to an obligation of confidentiality at law, or in equity.

**26.2 Strategic Property Plan and Framework**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**26.3 City of Darwin Draft By-Laws 2023**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**26.4 RV Opportunity**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**26.5 Glamping Opportunity**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**26.6 Expressions of Interest**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**27.1 Parklets Update 2023**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**21      ADJOURNMENT OF MEETING AND MEDIA LIAISON**



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 28 March 2023**

Unconfirmed

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

**MINUTES OF CITY OF DARWIN  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY  
CHAN AVENUE, DARWIN  
ON TUESDAY, 28 MARCH 2023 AT 5:30PM**

**PRESENT:**

Deputy Lord Mayor Kim Farrar  
Councillor Jimmy Bouhoris  
Councillor Sylvia Klonaris  
Councillor Brian O'Gallagher  
Councillor Peter Pangquee  
Councillor Morgan Rickard  
Councillor Ed Smelt  
Councillor Amye Un  
Councillor Rebecca Want de Rowe

**OFFICERS:**

Matt Grassmayr (General Manager Community)  
Steve Thacker (General Manager Corporate)  
Alice Percy (General Manager Innovation)

**APOLOGY:**

Lord Mayor Kon Vatskalis  
Councillor Paul Arnold  
Councillor Mick Palmer  
Councillor Vim Sharma  
Simone Saunders (Chief Executive Officer)

**GUESTS:**

Nil

**Order of Business**

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**1 ACKNOWLEDGEMENT OF COUNTRY**

We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.  
 We recognise and pay our respects to all Larrakia people, Traditional Owners and Custodian Elders of the past and present.  
 We support emerging Larrakia leaders now and into the future.  
 We are committed to working together with all Larrakia to care for this land and sea for our shared future.

**2 THE LORD’S PRAYER**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done; on earth as it is in heaven.  
 Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation; but deliver us from evil.  
 For thine is the kingdom, the power, and the glory for ever and ever.  
 Amen.

**3 MEETING DECLARED OPEN**

**RESOLUTION ORD129/23**  
 Moved:Councillor Brian O’Gallagher  
 Seconded: Councillor Jimmy Bouhoris  
 The Chair declared the meeting open at 5.35pm.

**CARRIED 9/0**

**4 APOLOGIES AND LEAVE OF ABSENCE**

**4.1 APOLOGIES**

**RESOLUTION ORD130/23**  
 Moved: Councillor Brian O’Gallagher  
 Seconded: Councillor Rebecca Want de Rowe  
 THAT the apology from the Lord Mayor Kon Vatskalis, Councillor Vim Sharma, Councillor Paul Arnold and Councillor Mick Palmer be received.

**CARRIED 9/0**

**4.2 LEAVE OF ABSENCE GRANTED**

Nil



### 4.3 LEAVE OF ABSENCE REQUESTED

**RESOLUTION ORD131/23**

Moved: Councillor Rebecca Want de Rowe

Seconded: Councillor Amye Un

- A. THAT a Leave of Absence be granted for the Lord Mayor Kon Vatskalis for the period 2 May 2023 to 9 May 2023.
- B. THAT a Leave of Absence be granted for Councillor Peter Pangquee for the period 18 to 21 April 2023.
- C. THAT a Leave of Absence be granted for Councillor Ed Smelt for the period 6 to 11 April 2023.
- D. THAT a Leave of Absence be granted for Councillor Rebecca Want de Rowe for the period 18 to 23 April 2023.
- E. THAT a Leave of Absence be granted for Councillor Sylvia Klonaris for 11 April 2023.

**CARRIED 9/0**

### 5 ELECTRONIC MEETING ATTENDANCE

#### 5.1 ELECTRONIC MEETING ATTENDANCE GRANTED

**RESOLUTION ORD132/23**

Moved: Councillor Rebecca Want de Rowe

Seconded: Councillor Amye Un

THAT Council note the following member(s) was granted permission for Electronic Meeting Attendance at this Ordinary Council Meeting held on Tuesday, 28 March 2023:

- Councillor Sylvia Klonaris

**CARRIED 9/0**

#### 5.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

Nil

### 6 DECLARATION OF INTEREST OF MEMBERS AND STAFF

#### 6.1 DECLARATION OF INTEREST BY MEMBERS

Nil

**6.2 DECLARATION OF INTEREST BY STAFF**

Nil

**7 CONFIRMATION OF PREVIOUS MINUTES**

**RESOLUTION ORD133/23**

Moved: Councillor Amye Un

Seconded: Councillor Jimmy Bouhoris

THAT the minutes of the Ordinary Council Meeting held on 14 March 2023 be confirmed.

**CARRIED 9/0**

**8 MOVING OF ITEMS**

**8.1 MOVING OF OPEN ITEMS INTO CONFIDENTIAL**

Nil

**8.2 MOVING OF CONFIDENTIAL ITEMS INTO OPEN**

Nil

**8.3 MOVING CONFIDENTIAL ITEMS TO OPEN AT THE CONCLUSION OF THE MEETING**

**25.1 NOTICE OF MOTION - KARAMA CHILD CARE PROPERTY**

I, Councillor Sylvia Klonaris, give notice that at the next Ordinary Council Meeting on 28 March 2023, I will move the following motion:-

**RESOLUTION ORD154/23**

Moved: Councillor Sylvia Klonaris

Seconded: Councillor Brian O'Gallagher

1. THAT Council endorse a moratorium on the sale of the Karama Child Care property on Kalymnos Drive in Karama for a period of 18 months.
2. THAT the decision be moved into open at the end of the meeting.

**CARRIED 9/0**

**27.1 UPDATE ON OUTSTANDING DEBTOR ACCOUNT****RESOLUTION ORD156/23**

Moved: Councillor Morgan Rickard

Seconded: Councillor Peter Pangquee

1. THAT the report entitled Update of Outstanding Debtor Account be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

**CARRIED 9/0**

**28.1 INCOMING AND OUTGOING CORRESPONDENCE - CHIEF MINISTER - BY-LAW ENFORCEMENT****RESOLUTION ORD158/23**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Brian O'Gallagher

1. THAT the Incoming and Outgoing Correspondence - Chief Minister - By-Law Enforcement be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293(1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

**CARRIED 9/0**

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

Nil

**10 PUBLIC QUESTION TIME****10.1 QUESTIONS TO COUNCIL FROM SEBESTIAN AND TOBEAS WOTTON | BY-LAW 73  
(4) POULTRY****RESOLUTION ORD134/23**

Moved: Councillor Amye Un

Seconded: Councillor Jimmy Bouhoris

**Question 1**

Will the Council provide us Junior Show and Breed Permits so we can continue our goals? If not, why is the Council determined to stop us from achieving our goals?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Currently permits of this nature are not included in the proposed draft By-laws.

**Question 2**

Is the Council aware that the top Exhibitors at anything involving chickens, especially roosters including the Darwin Show, are either children residing in the Darwin area, or their parents?

**Response**

Council has been provided your correspondence detailing your concerns and has received feedback from the community consultation process. Council is aware that exhibitors at the Darwin Show includes children and parents.

**Question 3**

Is the Council aware that if it bans roosters and limits the number of hens we have, how do they propose we can breed the best chickens to be able to compete?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Council is aware the banning of roosters may restrict breeding of chickens within the municipality; however, it would not restrict the keeping of chickens to be able to compete in shows.

**Question 4**

As some of the best Show birds do not produce fertile eggs, is the Council aware that not every rooster or hen can produce successfully?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Council is aware that not every rooster or hen can produce successfully.

**Question 5**

If the Council introduces limited numbers of poultry, are we going to be forced to choose which chickens we can keep to meet the new by-law numbers?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. This may or may not include any transitional arrangements for community members affected by the proposed By-law banning roosters and limiting the number of chickens. Ultimately if a limit is put in place then actions to regulate and enforce the By-law may be required.

**Question 6**

Is the Council aware that majority of Champion rooster Show-ers and Breeders are additional needs children and that we are being discriminated against for our love of roosters?

**Response**

Council has been provided your correspondence detailing your concerns, the proposed By-law is not discriminatory. It should be noted that By-laws banning roosters already exist in many other municipalities. Under the Local Government Act 2019, Council must obtain certification prior to making a By-Law that the proposed By-law is consistent with the principles required under section 276 of the Act. This includes that a proposed By-law must not infringe personal rights in an unreasonable way or to an unreasonable extent and must be consistent with basic principles of justice and fairness.

**Question 7**

Is the Council aware that majority of us are Junior Poultry Handlers and competing at all levels for Darwin and NT?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Council is aware that junior poultry handlers are competing at all levels.

**Question 8**

If the Council introduces poultry limits, how does the Council propose that we compete either at the Shows or in Handling competitions, if we don't have any roosters?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Council is aware if the banning of Roosters may restrict breeding of chickens, however it would not restrict the keeping of chickens to be able to compete in shows.

**Question 9**

Does the Council know that most of us breed fancy and rare chicken breeds, that are at risk of being lost in parts of Australia and if we are forced to give up our roosters, these breeds will almost disappear?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. As such Council is aware of your concerns.

**Question 10**

Would the Council please detail its investment in considering the benefits of poultry and the ecosystem/ waste management v the investment in minimal complaints about roosters?

**Response**

City of Darwin has invested considerable resources to develop Climate, Waste and Greening Strategies to improve Darwin's ecosystem and waste management services. Council allocated approximately \$5M per annum to regulate By-Laws.

**Question 11**

How does the Council propose to assist us (especially additional needs) develop social and public speaking skills we cannot get at school, teaches us dedication and determination, a respect for animals, responsibility, etiquette, manners, science and what it feels like to work really hard and have it pay off when we win a place or the prized Champion bird, if it removes our roosters and hens?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. City of Darwin provides numerous programs and activities across families, children and youth services and access and inclusion. City of Darwin also works with other stakeholders in this sector to provide services and programs to enhance learning skills for children and youth.

**Question 12**

Poultry Shows are family oriented and allow people to see new breeds and meet people passionate about their animals. If we are forced to lose our birds, how does the Council propose these Shows can serve their purpose supporting the community?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. The proposed By-Laws do not regulate poultry shows and do not prohibit the keeping the chickens, instead a limit is suggested.

**Question 13**

Is the Council aware that the Roosters are the most viewed and talked about birds at the Shows?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Thank you for the information regarding roosters at the show.

**CARRIED 9/0**

**10.2 QUESTIONS TO COUNCIL FROM RICHELLE KENT | BY-LAW 73 (4) POULTRY****RESOLUTION ORD135/23**

Moved: Councillor Amye Un

Seconded: Councillor Jimmy Bouhoris

**Question 1**

Will the Council force my children to give up their therapy pets if their animals breach amended poultry by-laws?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Ultimately if a limit is put in place then actions to regulate and enforce the By-law may be required.

**Question 2**

Will Council provide Medical Exemptions for Additional Needs persons and at what cost under the new by-laws?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Currently exemptions or permits of this nature are not included in the proposed draft By-laws.

**Question 3**

Will Council compensate our family for the additional support and therapy my children will require if their Support pets are removed?

**Response**

No, compensation is not a consideration in drafting the proposed new By-laws.

**Question 4**

Are the new by-laws discriminating against those with disabilities requiring Support poultry?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Under the Local Government Act 2019, Council must obtain certification prior to making a By-Law that the proposed By-law is consistent with the principles required under section 276 of the Act. This includes that a proposed By-law must not infringe personal rights in an unreasonable way or to an unreasonable extent and must be consistent with basic principles of justice and fairness.

**Question 5**

Will Council compensate us for the added financial stress experienced as direct response to amended by-laws by removal of our ducks and chickens?

**Response**

No, compensation is not a consideration in drafting the proposed new By-laws.

**Question 6**

Will Council provide Exemptions for ducks if medically/dietarily required?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. There are no current exemptions for this requirement in the draft By-laws 2023.

**Question 7**

How will Council ensure sufficient eggs are available to consumers when egg laying poultry numbers are reduced for Darwin residents?

**Response**

The supply of eggs to customers in the municipality is not in the remit of Local Government.

**Question 8**

Will Council put a price freeze on egg prices at supermarkets once consumer v supplier pushes prices up?

**Response**

No, the price of eggs at supermarkets in the municipality is not in the remit of Local Government.

**CARRIED 9/0**

**10.3 QUESTIONS TO COUNCIL FROM JACINTA BROWNLEY | BY-LAW 73 (4) POULTRY****RESOLUTION ORD136/23**

Moved: Councillor Amye Un

Seconded: Councillor Jimmy Bouhoris

**Question 1**

How can the Council provide me reassurance that my rare poultry breeding programs will not be negatively affected, if my roosters are banned?

**Response**

Council cannot provide you with reassurance as it is considering a ban on roosters which would affect breeding programs within the municipality.

**Question 2**

How can the rare kinds of poultry bred in Darwin continue to be Shown at various NT Poultry Shows, including the Darwin Show, promoting the breed, if we are no longer permitted roosters?

**Response**

Council has been provided your correspondence detailing your concerns. Council is aware the banning of roosters may restrict breeding of chickens within the municipality; however, it would not restrict the keeping of chickens to be able to compete in shows.

**Question 3**

Will the Council permit Show and Breeder permits so we can keep these rare breeds existing?



**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Currently permits of this nature are not included in the proposed draft By-laws.

**Question 4**

Will the Council compensate owners for loss of poultry and facilities if amended by-laws are introduced?

**Response**

No, compensation is not a consideration in drafting the proposed new By-laws.

**Question 5**

Will Council provide a moratorium permitting my existing poultry to remain at my home until they die of natural causes?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. This may or may not include any transitional arrangements for community members affected by the proposed By-law banning roosters and limiting the number of chickens.

**Question 6**

What options does Council provide to ensure additional needs children with roosters are not discriminated against in the by-laws?

**Response**

Council has been provided your correspondence detailing your concerns and has also received feedback from the community consultation process. Under the Local Government Act 2019, Council must obtain certification prior to making a By-Law that the proposed By-law is consistent with the principles required under section 276 of the Act. This includes that a proposed By-law must not infringe personal rights in an unreasonable way or to an unreasonable extent and must be consistent with basic principles of justice and fairness.

**Question 7**

Will Council force the removal of my child's roosters if the proposed by-laws are introduced?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. This may or may not include any transitional arrangements for community members affected by the proposed By-law banning roosters and limiting the number of chickens. Ultimately if a limit is put in place then actions to regulate and enforce the By-law may be required.

**Question 8**

Will Council provide Exemptions for Handlers who require their roosters to compete?

**Response**

Council is yet to consider the feedback from the community consultation in November / December 2022. Once the feedback is considered, Council will determine any final drafting instructions to amend the proposed new By-laws 2023. Currently exemptions of this nature are not included in the proposed draft By-laws.

**CARRIED 9/0**

**11 PETITIONS**

Nil

**12 DEPUTATIONS AND BRIEFINGS**

Nil

**13 NOTICES OF MOTION**

Nil

**14 ACTION REPORTS****14.1 PLACE NAMES POLICY****RESOLUTION ORD137/23**

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Rebecca Want de Rowe

1. THAT the report entitled Place Names Policy be received and noted.
2. THAT Council adopt the Place Names Policy at **Attachment 1**.
3. THAT Council adopt the modified Land Use Policy at **Attachment 2**.

**CARRIED 9/0****14.2 SPORTS FIELD LIGHTING - CONSULTATION OUTCOMES****RESOLUTION ORD138/23**

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Sports Field Lighting Consultation Outcomes be received and noted.
2. THAT Council endorse the following operational hours for sports lighting at City of Darwin ovals and outdoor recreation facilities:
  - 4-9pm Sunday – Thursday
  - 4-10pm Friday and Saturday

**CARRIED 9/0**

**14.3 FEASIBILITY STOLEN GENERATION MEMORIAL****RESOLUTION ORD139/23**

Moved: Councillor Ed Smelt

Seconded: Councillor Morgan Rickard

1. THAT the report entitled Feasibility Stolen Generation Memorial be received and noted.
2. THAT City of Darwin develop a Memorandum of Understanding with NT Stolen Generations Aboriginal Corporation to work together on the development of a Stolen Generation Memorial on Council land.

**CARRIED 9/0****14.4 REQUEST FOR TEMPORARY STORAGE CONTAINER AT FANNIE BAY OVAL****RESOLUTION ORD140/23**

Moved: Councillor Amye Un

Seconded: Councillor Rebecca Want de Rowe

1. THAT the report entitled Request for Temporary Storage Container at Fannie Bay be received and noted.
2. THAT Council approve a Permit to Occupy for Football NT to locate a 20ft storage container at Fannie Bay oval for a maximum of 12 months.
3. THAT Council, pursuant to Section 40 (2) of the *Local Government Act 2019* delegates to the Chief Executive Officer the power to assess future requests for temporary storage containers to be located at Council ovals.

**CARRIED 9/0****14.5 PETITION TO UPGRADE STRELE CRESCENT PARK WANGURI****RESOLUTION ORD141/23**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Rebecca Want de Rowe

1. THAT the report entitled Petition to Upgrade Strele Crescent Park Wanguri be received and noted.
2. THAT Council note the findings from the Crime Prevention Through Environmental Design (CPTED) assessment for Strele Park.
3. THAT any upgrades for Strele Park are considered once Council has adopted the Play Space Strategy and framework for assessing playground requests.

**CARRIED 9/0**

**14.6 2ND BUDGET REVIEW 2022/2023****RESOLUTION ORD142/23**

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Amye Un

1. THAT the report entitled 2nd Budget Review 2022/2023 be received and noted.
2. THAT Council amend the 2022/2023 budget in accordance with Part 10.5 of the Local Government Act 2019, as detailed in report titled 2nd Budget Review 2022/2023 and associated attachments one to five.

**CARRIED 9/0**

**14.7 MALL PAVEMENT WORKS - DARWIN PLAZA****RESOLUTION ORD143/23**

Moved: Councillor Morgan Rickard

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Mall Pavement Works – Darwin Plaza be received and noted.
2. THAT Council approve an additional contribution of \$17,500 excluding GST to be funded from the 2022/23 capital works budget for the upgrade of the front of the refurbishment of Darwin Plaza at Lot 2305 (41) The Mall, Darwin, as outlined in this report.

**CARRIED 9/0**

**14.8 LETTER OF INTENT FOR THE ESTABLISHMENT OF A FRIENDSHIP CITY RELATIONSHIP WITH THE CITY OF KUPANG, INDONESIA****RESOLUTION ORD144/23**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Brian O'Gallagher

1. THAT the report entitled Letter of Intent for the Establishment of a Friendship City relationship with the City of Kupang, Indonesia be received and noted.
2. THAT Council endorse the Letter of Intent to be signed with the City of Kupang as part of the Darwin International Dragon Boat Festival 2023.

**CARRIED 9/0**

**15 RECEIVE & NOTE REPORTS****15.1 MONTHLY FINANCIAL REPORT - FEBRUARY 2023****RESOLUTION ORD145/23**

Moved: Councillor Amye Un

Seconded: Councillor Morgan Rickard

THAT the report entitled Monthly Financial Report – February 2023 be received and noted.

**CARRIED 9/0**

**15.2 COMMITTEE MEETING MINUTES****RESOLUTION ORD146/23**

Moved: Councillor Morgan Rickard

Seconded: Councillor Brian O'Gallagher

THAT the report entitled Committee Meeting Minutes be received and noted.

**CARRIED 9/0**

**16 REPORTS OF REPRESENTATIVES****RESOLUTION ORD147/23**

Moved: Councillor Rebecca Want de Rowe

Seconded: Councillor Amye Un

THAT the following Reports of Representatives be received and noted.

**16.1**

Councillor Ed Smelt reported on the Smarter Justice for Safer Communities launch on Monday 29 March 2023 by NT Council of Social Services. This campaign focuses on an evidence based approach to reducing crime and stop repeat offending. Councillor Ed Smelt encouraged the Elected Members to check out the website, and see if there is any role that we may be able to assist.

**16.2**

Councillor Morgan Rickard would like to acknowledge the City of Darwin staff who are attending the Council Meeting tonight and are participating in the Local Government Professional Challenge. Fantastic to have our staff here and engaged in the process of Local Government and Governance.

**CARRIED 9/0**

**17 QUESTIONS BY MEMBERS****17.1 NORTHERN TERRITORY CRIME RALLY****RESOLUTION ORD148/23**

Moved: Councillor Ed Smelt

Seconded: Councillor Morgan Rickard

Councillor Brian O’Gallagher attended the Northern Territory Crime Rally on Saturday 25 March 2023, where it was announced by the organisers that the City of Darwin has rejected their application to hold a rally. Can you please supply the reasons and the criteria as to why this was rejected, and do similar applications follow the same process.

**Response:**

The General Manager Innovation, Alice Percy responded and advised that the City of Darwin received an event permit application on Wednesday 22 March for the event on Saturday, 25 March. Minor events as indicated on this application, the notice period for City of Darwin is generally one month. A risk management, traffic management and emergency management plan were not provided as part of the application. According to the event permit conditions, generic to all permits, where an event requires road closures and modified traffic conditions, the hirer must advertise at least 7 days prior to the event in the form of a public notice. With 500 to 1000 persons predicted at this event it is likely to disrupt traffic and pedestrian movements and therefore requires an authorised traffic management plan and a traffic guidance scheme. The hirer is responsible to take all reasonable steps to ensure the safety and wellbeing to individuals during the hired period.

**CARRIED 9/0**

**17.2 BETTER SUBURBS | FITZER DRIVE LUDMILLA****RESOLUTION ORD149/23**

Moved: Councillor Ed Smelt

Seconded: Councillor Morgan Rickard

Councillor Morgan Rickard requested an update on the Better Suburbs – Fitzer Drive Planting.

**Response:**

The Executive Manager Infrastructure, Nik Kleine reported that Fitzer Drive, Ludmilla has been identified as an early carry forward into the next financial year, where City of Darwin will target the onset of the wet season for the planting to give the plants the best establishment.

**CARRIED 9/0**

**18 GENERAL BUSINESS****18.1 INCOMING CORRESPONDENCE - DEPARTMENT OF THE CHIEF MINISTER AND CABINET - SOCIAL MEDIA DOCUMENTATION FOR COUNCIL MEMBERS****RESOLUTION ORD150/23**

Moved: Councillor Morgan Rickard

Seconded: Councillor Amye Un

THAT the Incoming Correspondence - Department of the Chief Minister and Cabinet - Social Media Documentation for Council Members be received and noted.

**CARRIED 9/0**

**19 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING****RECOMMENDATIONS**

THAT the next Ordinary Meeting of Council be held on Tuesday, 11 April 2023, at 5:30pm (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

**20 CLOSURE OF MEETING TO THE PUBLIC****RECOMMENDATIONS**

THAT pursuant to Section 99 (2) of the Local Government Act and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

**RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act:

**25.1 Notice of Motion - Karama Child Care Property**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**26.1 Outdoor Trading Policy Consultation**

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**27.1 Update on Outstanding Debtor Account**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**27.2 Civic Centre Redevelopment Update**

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 51(c)(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

**28.1 Incoming and Outgoing Correspondence - Chief Minister - By-Law Enforcement**

This matter is considered to be confidential under Section 99(2) - 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.



**21 ADJOURNMENT OF MEETING AND MEDIA LIAISON**

**21.1 CLOSURE OF MEETING**

**RESOLUTION ORD151/23**

Moved: Councillor Brian O'Gallagher

Seconded: Councillor Rebecca Want de Rowe

THAT the open section of the meeting be adjourned at 6.30pm

**CARRIED 9/0**

THAT the open section of the meeting be resumed at 8.15pm

THAT the chair declared the meeting closed at 8.15pm

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 11 April 2023.**

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**CHAIR**