

Agenda

Ordinary Council Meeting

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

Date: Tuesday, 29 October 2024
Time: 5:30pm
Location: Council Chambers Darrandirra
Level 1, Civic Centre
Harry Chan Avenue, Darwin
Webcasting: [MS Teams Link to Webcast](#)

Simone Saunders

Chief Executive Officer



ORDINARY COUNCIL MEMBERS

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

Deputy Lord Mayor Sam Weston

Councillor Jimmy Bouhoris

Councillor Kim Farrar

Councillor Sylvia Klonaris

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, Natalie Williamson

General Manager Innovation, Alice Percy

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 - 24 September 2024

8 MOVING OF ITEMS

8.1 Moving Open Items into Confidential

8.2 Moving Confidential Items into Open

9 MATTERS OF PUBLIC IMPORTANCE / LORD MAYORAL MINUTE

Nil

10 PUBLIC QUESTION TIME

Nil

11 PETITIONS

Nil

12 DEPUTATIONS AND BRIEFINGS

Nil

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - PARKING IN THE DARWIN CITY CENTRE**

Attachments: Nil

I, Councillor Sam Weston, give notice that at the next Ordinary Council Meeting on 29 October 2024, I will move the following motion:-

MOTION

1. THAT Council provide in-principle support for a three or six-month trial, for free on-street parking in the Darwin City Centre after 3:00pm Monday to Friday commencing Monday, 2 December 2024.
2. THAT a report be returned to Council identifying any implications for consideration prior to approving the trial.

REASON:

The small business community in the Darwin City Centre has had the worst tourism season. It is reported that some businesses are down 40%. To add to their frustrations, the roll out of the parking meters has been an extra stress on them and their regular customers.

I'm proposing City of Darwin undertake either a three or six-month trial of free on-street parking in the Darwin City Centre after 3pm Monday to Friday. It is proposed the trial would commence on Monday, 2 December 2024 to give businesses a bit of help as they go into the quieter season for business.

They can promote this to their regular customers, this would be a great gesture from Council to let our small businesses know we do care for them.

Signed by me at Darwin this 10 September 2024



COUNCILLOR SAM WESTON

ADMINISTRATION COMMENT

In this section information is provided by officers to facilitate decision-making:

- Facts and data
- Background context and historical information relating to the NOM
- What the next steps would be if the motion is passed, for example “a council report will be prepared and presented by 28 February 2023”

Should the motion be carried, the following implications of this motion should be considered. Note any costs provided are estimates only – no quotes or pricing has been obtained for this motion:

Public consultation requirements	Inform the community about the free parking through development of a communication plan. Tactics may include social media posts, emails to key stakeholders, flyers, and newsletter updates.
External consultant advice	N/A
Legal advice / litigation	N/A
Impacts to existing projects	N/A
Impact to FTE	N/A
Budget reallocation	Approximate loss of income to be detailed in the report.
Capital investment	N/A
Officer time preparing the report requested in this motion	1 day – estimate to present the report to Council end of October.
Officer time in receiving and preparing this Administration Comment	10 minutes

13.2 NOTICE OF MOTION - COMMUNITY BATTERIES**Attachments:** Nil

I, Councillor Ed Smelt, give notice that at the next Ordinary Council Meeting on 29 October 2024, I will move the following motion:-

MOTION

1. THAT Council requests the CEO to engage with the CEO of Power and Water Corporation to identify potential sites for community batteries within the City of Darwin as part of the Australian Renewable Energy Agency (ARENA) Community Batteries Funding Round 1.
2. THAT a report on the outcome of the engagement with Power and Water Corporation and opportunities for collaboration on community batteries is presented to Council.
3. THAT representatives from Power and Water Corporation are invited to present to Council on the community battery program.
4. THAT a report is presented to Council providing an update on City of Darwin's pathway to net-zero Council-controlled emissions by 2030, including opportunities to increase the use of renewable energy and battery technologies to reduce emissions and costs to ratepayers.

REASON:

Community batteries are a crucial part of the infrastructure required to support the transition from a fossil fuel-based energy network to a renewable energy network. Community batteries store excess energy generated from solar panels during the day, allowing residents to access clean energy at peak times in the evening. As part of the ARENA Community Batteries Funding Round 1, Power and Water Corporation has secured grant funding to install 16 community batteries.

By installing community batteries into the network, the program aims to enhance grid stability, lower electricity costs and promote the uptake of renewable energy. Working with Power and Water Corporation, we can share these benefits with residents and businesses in the City of Darwin.

This action also supports Strategic Direction 3 of City of Darwin's Strategic Plan, Darwin 2030:

- *City of Darwin will have zero net emissions from operations by 2030*
- *Contribute to Northern Territory Government's 50 per cent renewable energy target by 2030*

Signed by me at Darwin this 14 October 2024

.....

COUNCILLOR ED SMELT

ADMINISTRATION COMMENT

Public consultation requirements	To be determined depending on understanding the model and scope of Power and Water Corporation's community battery program.
External consultant advice	N/A
Legal advice / litigation	N/A
Impacts to existing projects	<p>The delivery of existing projects would need to be reprioritised based on Power and Water's timelines and City of Darwin's involvement.</p> <p>As an initial first step, City of Darwin officers propose to:</p> <ul style="list-style-type: none"> • Write to Power and Water Corporation to discuss a potential partnership in the delivery of ARENA Round 1 community batteries within the Darwin municipality. • Meet with Power and Water to understand their community battery objectives and how City of Darwin may be involved in the operating model, site selection and community consultation aspects of community batteries within the Darwin municipality. • Invite Power and Water Corporation to present to Council on their proposed community battery program and where there are partnership opportunities. • Provide a report to Elected Members in 2025 on the current tracking and future opportunities of the City of Darwin controlled emissions reduction goals and progress of the Climate Emergency Strategy. <p>This would take officers approximately 40 hours and would take them away of priority Shoal Bay and climate risk activities.</p>
Impact to FTE	If opportunities and a partnership with Power and Water evolves then it is predicted that it would be a minimum of 300 hours to a maximum of over 500 hours of time commitment across two officers.
Budget reallocation	To be determined.
Capital investment	Covered under ARENA funding.
Further information	For Distribution Network Service Providers (DNSPs), such as Power and Water, community batteries provided through the ARENA Community Batteries Round 1 can only be connected in a front of the meter (FTM) configuration. Examples of FTM configurations include batteries connected to substations and the Distribution Network. These batteries cannot be connected to City of Darwin facilities. Therefore, this project only relates to City of Darwin municipality community emissions and not City of Darwin controlled emissions.
Officer time preparing the report requested in this motion	5 hours.
Officer time in receiving and preparing this Administration Comment	5 hours.

14 ACTION REPORTS

14.1 PUBLIC ART AND CULTURAL DEVELOPMENT POLICY

Author: Executive Manager Community and Cultural Services

Authoriser: General Manager Community

Attachments: 1. Revised Public Art and Cultural Development Policy [↓](#)
2. Tracked Changes Public Art and Cultural Development Policy [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Public Art and Cultural Development Policy be received and noted.
2. THAT Council adopt the Public Art and Cultural Development Policy at **Attachment 1**.

PURPOSE

The purpose of this report is to provide the updated Public Art and Cultural Development Policy to Council for endorsement.

KEY ISSUES

- The existing Public Art and Cultural Development Policy is due for review during this term of Council.
- The revised policy has been updated to improve readability and reflect current language. It has also been moved to City of Darwin's new policy template.
- City of Darwin released a new Creative Strategy 2024-2030 in early 2024 and the policy has been amended to reflect the endorsed strategy and avoid repetition.

DISCUSSION

The Public Art and Cultural Development Policy is due for review during this term of Council. The current Policy titled Public Art and Cultural Development Policy with tracked changes is provided at **Attachment 2**.

The revised version has been updated to improve readability, reflect current language, align with Council's new Creative Strategy 2024-2030 and moved to City of Darwin's new policy template. No changes to the intent of the existing policy have been made.

The proposed revised policy for endorsement is at **Attachment 1**.

PREVIOUS COUNCIL RESOLUTION

At the 6 February 2024 meeting Council resolved:

RESOLUTION ORD011/24

1. THAT the report entitled Creative Strategy 2024-2030 be received and noted.
2. THAT Council endorse the Creative Strategy 2024-2030.

CARRIED 8/0

STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Revive – National Cultural Policy Policy: The policy attached for endorsement is the primary policy within the Arts and Cultural Development area of Council. A future policy Percentage for Art is scheduled for early 2025.
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. 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).



Public art and cultural development policy

Policy No. 8012.100.E.R

1 Purpose

This policy establishes City of Darwin’s position, defines terms and outlines the approach to public art and cultural development within the Darwin municipality.

2 Scope

This policy refers to City of Darwin initiatives and activities occurring across the Darwin municipality, including:

- public art
- best practice for engagement of artists
- City of Darwin’s legal responsibilities, including the handling of intellectual and artistic property.

Workplace participants at City of Darwin all have joint responsibilities in complying with the terms of this policy.

3 Policy statement

City of Darwin’s Creative Strategy 2024-2030 enshrines Council’s commitment to the arts and creative sector.

This policy is a key component of the Creative Strategy which is a seven-year place based strategy structured around three focus areas:

- celebrating Larrakia
- distinctly Darwin
- invigorating spaces.

This policy involves each of the three focus areas and commits City of Darwin to continued investment in public art and cultural development. It operates in conjunction with legislation and relevant policies and procedures.

Implementation of arts and cultural development by City of Darwin excludes:

- memorials or heritage projects
- landscaping and earthworks when not executed by an artist or commissioned as a public art work
- promotional media

Public art and cultural development policy - 8012.100.E.R

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- school based or children’s arts activities
- community development activities without cultural or artistic components
- activities that compromise artist’s moral rights, artist copyright and/or ICIP
- upgrades to private property, artistic or otherwise.

Engagement of creatives

City of Darwin is committed to the engagement of local artists as a priority.

Freedom of artistic expression

Freedom of artistic expression will be maintained in City of Darwin projects where the creative product in question does not cause harm, does not cause offence to a reasonable person and does not conflict with City of Darwin’s culture and values. Public feedback about artworks commissioned or exhibited by City of Darwin is to be lodged through the process outlined in City of Darwin’s Customer Feedback Policy. Artworks will not be altered, censored or destroyed due to individual complaints received citing difference of aesthetic taste, creative preference, location or position of works or coherence with individual belief systems.

Artist moral rights

City of Darwin recognises the moral rights held by artists over their work. Moral rights are held by an artist over their artwork until the artist dies. City of Darwin will ensure artists will be attributed for their works in wording endorsed by the artist and written in the schedule attached to their copyright contract. City of Darwin will not add, crop, change or destroy the work without the artist’s written consent.

Commissioning licensing and copyright

City of Darwin will undertake contracts with Creatives as part of our commissioning, licensing and copyright process. Creatives have rights in relation to copyright and intellectual property. Artists retain full rights of ownership to works commissioned by Council. Where relevant, reimbursement for copyright usage will be negotiated on a case by case basis, determined by the nature of the artwork in question, the public profile of its usage and the seniority of the artists. Copyright usage and reimbursement is negotiated separately and additionally to negotiations for the commissioning, usage and payment for works acquired.

First Nations cultural and intellectual property rights

In addition to artist copyright, City of Darwin recognises the specificity of Indigenous Cultural and Intellectual Property (ICIP) rights. ICIP acknowledges that imagery and symbols contained in some

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works of art by First Nations artists carry meaning for a wider cultural group and therefore ownership of concepts becomes shared between the artist and that group. City of Darwin is committed to upholding ICIP by not allowing anything to be done that may denigrate or damage ICIP in the works it uses or commissions. If requested by the artists, City of Darwin will use best efforts to ensure that the contribution of a First Nations community is acknowledged by including a notice of custodial interest within the schedule attached to the artists copyright contract.

3.1 Commissioned public art

Existing public art

City of Darwin keeps records of existing public art on City of Darwin controlled places. These records inform maintenance and decommissioning programs. A public art register will be developed and maintained by City of Darwin in line with Assets procedures.

Proposed Public Art

City of Darwin does not commission public art including murals or street art for properties that are not owned by City of Darwin unless wide community benefit and alignment to both arts and cultural development and the Creative Strategy 2024-2030 can be demonstrated.

Artwork donations and bequests

City of Darwin may be offered donations and gifts of existing artworks, sculptures, memorials and other objects or be offered funds or sponsorship to have new works of art produced. Given variations in quality and relevance, coupled with ongoing responsibility and maintenance requirements, City of Darwin does not encourage and will not automatically accept a gift or donation of public art. City of Darwin reserves the right to decline the offer of any work which does not meet safety, aesthetic, structural or durability requirements.

Legal street art spaces

City of Darwin distinguishes between legal street art, which is a legitimate art practice undertaken with the permission of the property owner, and graffiti which is the vandalism of property. City of Darwin aims to facilitate, maintain, and promote legal street art spaces on designated Council-controlled infrastructure for the benefit of local and visiting artists and the Darwin community.

Legal street art spaces managed by City of Darwin include the skate park at Jingili Water Gardens.

Removal, relocation, and decommissioning

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Artworks (particularly public artworks) have a finite lifespan which City of Darwin assesses on an individual basis. This assessment determines the ‘useful life’ of an artwork and is stipulated in City of Darwin’s asset registry. City of Darwin endeavors to fulfill all requirements for upkeep of public art assets but reserves the right to decommission a work when:

- the work has reached its agreed commissioned lifespan
- the work is no longer relevant to its site or purpose
- the work poses a risk to public safety
- the work poses a risk to the environment, and/or
- there is deterioration or damage to the work beyond reasonable repair.

Artists’ moral rights will be adhered to by City of Darwin when processing the removal, relocation or decommissioning of an artwork under its ownership.

4 Definitions

Arts and cultural development means visual art, music, dance, writing, craft, theatre, media art, interdisciplinary practice, digital art and design, public art, cultural events and festivals, exhibitions, community cultural development activities, and preservation of knowledge, stories, some heritage assets and collections.

First Nations means culturally distinct ethnic groups who are Indigenous to a particular place.

Indigenous cultural intellectual property (ICIP) means all rights that Indigenous people have, and want to have, to protect their traditional arts and culture.

Larrakia means the Traditional Owners of Darwin, often referred to as saltwater people. Larrakia Country runs far beyond the municipal boundaries of Darwin, covering the area from the Cox Peninsula in the west to the Adelaide River in the East. Representative bodies for the Larrakia include Larrakia Nation Aboriginal Corporation, Larrakia Development Corporation and Gwalwa Daraniki.

Public art means an artwork in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Public art can be located indoors or outside and include permanent works, temporary works, site-specific installation, integrated works into another public structure, works applied to a separate surface or structure (this includes murals, street art, vinyl transfers), performance-based works, digital works, kinetic works (works that move) and works which experiment with scale (very large or very small). Public Art is generally open and accessible to all.

Street art: Street art is a legitimate and distinct art form from graffiti. It is characterised by its obtaining of consent from property owners for its purposes.

5 Legislative references

Copyright Act 1968 (CTH)

Local Government Act 2019 (NT)

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City of Darwin By- Laws 2023 (NT)

6 Procedures / related documents

City of Darwin Creative Strategy 2024-2030 Revive
– Australia’s National Cultural Policy 8010.100.E.R
Percentage for Art Policy (in development)
0098.100.E.R Customer Feedback Policy

7 Responsibility / application

City of Darwin workplace participants are responsible for ensuring that artists engaged by City of Darwin are aware of this policy, its definitions, references, and related documents.
The General Manager Community is responsible for the implementation and review of this policy
This policy will be reviewed every four years or as required.

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Public Art and Cultural
Development PolicyPublic art
and cultural development policy

Policy No. 0084.100.E.R8012.100.E.R

1 Purpose

This policy establishes City of Darwin's position, defines terms and provides implementation guidelines outlines the approach to for public art and cultural development within the Darwin municipality.

2 Scope

This policy refers to City of Darwin council initiatives and activities occurring across the Darwin Municipality, including It supplies Elected Members, Council staff and the Darwin public with City of Darwin's position on arts and cultural development, with particular focus on:

- pPublic art
- bBest practice for engagement of artists with a specific inclusion of engaging First Nations artist, and
- City of Darwin's councils legal responsibilities, including the handling of intellectual and artistic property.

Management, officers and contractors of Workplace participants at Council City of Darwin all have joint responsibilities in complying with the terms of this policy.

3 Policy Statement

City of Darwin's Strategic Plan Darwin 2030 — City for People, City of Colour enshrines Council's commitment to public arts and cultural development within its fifth strategic direction of 'Creating a vibrant and creative city'. Public art and cultural development forms a central pillar in Council's achievement of this strategic direction. Creative Strategy 2024-2030 enshrines Council's commitment to the arts and creative sector.

This policy is a key component of the Creative Strategy which is a seven year place based strategy structured around three3 focus areas:

- celebrating Larrakia
- distinctly Darwin
- invigorating spaces.

Public Art and Cultural Development PolicyPublic art and cultural development policy - 0084.100.E.R8012.100.E.R

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This policy involves each of the ~~three~~3 focus areas and commits City of Darwin to continued investment in public art and cultural development. It operates in conjunction with legislation and relevant policies and procedures.

Implementation of public arts and cultural development is outlined in the City of Darwin Arts Plan 2015-2020. Council will play the role of provider, funder, regulator, partner, facilitator, and advocate as required to action:

- Commissioning of temporary and long term public artworks
- Access to facilities, platforms and programs for the development, creation, and presentation of new works
- Facilitation of public and accessible creative spaces
- Community arts programming, including the engagement of Darwin visitors.
- Professional development of Darwin artists and the local arts sector
- Sponsorship of Darwin Entertainment Centre through Council's Operations Subsidy.
- Major arts festivals and events through Council's Sponsorships Program
- Partnerships with build Darwin's creative economy
- Fostering Darwin's cultural legacy through community education, engagement and participation in cultural development
- Recognition of the Larrakia people as the traditional owners of the Darwin municipality, by showcasing Larrakia arts, culture and products

- Implementation of arts and cultural development by City of Darwin ~~does not include~~excludes the following:
- ~~m~~Memorials or heritage projects
 - ~~l~~Landscaping and earthworks when not executed by an artist or commissioned as a public art work
 - ~~a~~Advertising, branding, corporate signage, marketing and affiliate forms of corporate promotional media
 - school based or children's arts activities
 - General community development activities ~~that do not include~~without cultural or artistic components.
 - Activities ~~that~~which compromise artist's moral rights, artist copyright and/or ICIP, and
 - Upgrades to ~~residential and other forms of~~ private property, artistic or otherwise.
 -

3.1 Larrakia Recognition

City of Darwin recognises the importance of encouraging artistic works and cultural development programming which reflect Darwin's diverse cultural identity, particularly its First Nations identity in the Larrakia people. Council recognises the Larrakia people, their perspectives and concerns in the

Public Art and Cultural Development Policy, public art and cultural development policy - 0084.100.E.R8012.100.E.R

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~~evaluation, planning, design and development of public art, public programming and public spaces more generally.~~

3.2 Engagement of ~~artists~~ Creatives

City of Darwin ~~will ensure that, whereis~~ committed to the engagement of ~~practicable~~ local artists ~~as a priority. will be engaged at the inception of all public projects to ensure art is accommodated, budgeted and appropriately integrated from the concept design phase onward. Engaging local artist within the design phase establishes strong working relationships and mutual respect between project stakeholders, ensures quality implementation and deliver best practice outcomes for public art. Council endeavours to follow national industry 'percentage for arts' guidelines by setting aside a public art budget of 1.5-2% of the project total for new works totalling \$1 million or more.~~

3.3 Freedom of artistic expression

Freedom of artistic expression will be maintained in ~~all Council~~City of Darwin projects where the creative product in question does not cause harm, does not cause offence to a reasonable person and does not conflict with City of Darwin's culture and values ~~(CARES Values)~~. Public feedback ~~about~~regarding artworks commissioned or exhibited by ~~Council~~City of Darwin is to be lodged through the process outlined in City of Darwin's Customer Feedback Policy. Artworks will not be altered, censored or destroyed due to individual complaints received citing difference of aesthetic taste, creative preference~~e~~, location or position of works or coherence with individual belief systems.

3.4 Artist moral rights

City of Darwin recognises the ~~moral rights held by~~ artists ~~over their engaged by Council to hold moral rights over their work. Moral rights including:~~
~~<correct sole or exclusive> 2e the right to attribution of authorship,~~
~~the right to not have the authorship of a work falsely attributed~~
~~and the right to integrity of authorship (against derogatory treatment of an artwork).~~

Moral rights are held by an artist over their artwork until the artist dies.- City of Darwin will ensure artists ~~engaged by Council~~ will be attributed for their works in wording endorsed by the artist and ~~formalised~~written within the schedule attached to their copyright contract. City of Darwin will not add, crop, ~~change~~alter or destroy the work without ~~obtaining~~the artist's ~~prior~~ written consent.

3.5 Artist ~~Commissioning licencing and~~ copyright

~~City of Darwin will undertake contracts with Creatives as part of our commissioning, licencing and copyright process. City of Darwin recognises artist~~reatives have rights in relation to copyright ~~ownership over their artwork~~ and intellectual property. Artists retain full rights of ownership to works commissioned by Council. Where relevant, reimbursement for copyright usage will be negotiated on a case by case

~~Public Art and Cultural Development Policy, public art and cultural development policy -~~
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basis, determined by the nature of the artwork in question, the public profile of its usage and the seniority of the artists. Copyright usage and reimbursement is negotiated separately and additionally to negotiations for the commissioning, usage and payment for works acquired.

3-6 Indigenous-First Nations cultural and intellectual property rights

In addition to artist copyright, City of Darwin recognises the specificity of Indigenous Cultural and Intellectual Property (ICIP) rights. ICIP acknowledges that imagery and symbols contained in some works of art by First Nations artists carry meaning for a wider cultural group and therefore ownership of concepts becomes shared between the artist and that group. Council-City of Darwin is committed to upholding ICIP by not allowing anything to be done that may denigrate or damage ICIP in the works it uses or commissions. If requested by the artists, Council-City of Darwin will use best efforts to ensure that the contribution of a First Nations community is acknowledged by including a notice of custodial interest within the schedule attached to the artists copyright contract.

3.7—Commissioned public art

3.1

3.7.1 Existing public art

City of Darwin keeps records of existing public art on City of Darwin controlled places. These records inform maintenance and decommissioning programs.

Council commissions public art through its THRIVE Public Art Program. This program forms Council's ongoing commitment to funding public art with a clear and coherent overarching framework. In this space Council plays the role of provided, funder, regulator partner, facilitator and advocate, teaming local artists with experience s public art consultants through and expression of interest process. THRIVE delivers contemporary, vibrant and quality works of public art which respond to and activate selected locations for the wider benefit of Darwin residents and visitors. THRIVE is funded through City of Darwin's dedicated public art budget.

3.7.2 Proposed Public Art

Suggestions for public art commissions on Council managed land by Elected Members, Council staff and the public are assessed on a case by case basis with the capacities and commitments of the public art budget.

City of Darwin council does not commission public art (including murals or street art) for private (i.e. non Council City of Darwin owned) properties that are not owned by City of Darwin unless wide community Public Art and Cultural Development Policy public art and cultural development policy - 0084.100.E.R8012.100.E.R

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benefit and alignment to both arts and cultural development and ~~Council-wide~~the Creative Strategy 2024-2030 strategic documents can be demonstrated.

3.8 Art work donations and bequests

City of Darwin may be offered donations and gifts of existing artworks, sculptures, memorials and other objects or be offered funds or sponsorship to have new works of art produced. Given variations in quality and relevance, coupled with ongoing responsibility and maintenance requirements, ~~Council-City of Darwin~~ does not encourage and will not automatically accept a gift or donation of public art. ~~Council-City of Darwin~~ reserves the right to decline the offer of any work which does not meet safety, aesthetic, structural or durability requirements.

3.9 Legal street art spaces

~~Council-City of Darwin~~ distinguishes between legal street art, which is a legitimate art practice undertaken with the ~~sanction~~permission of the property owner, and ~~illegal~~ graffiti which is the vandalism of property. ~~Council-City of Darwin~~ aims to facilitate, maintain and promote legal street art spaces on designated Council-~~owned~~controlled infrastructure for the benefit of local and visiting artists and the Darwin community.

Legal street art spaces managed by ~~Council-City of Darwin~~ include ~~the~~ Skate Park and Jingili Water Gardens.

3.10 Removal, relocation and decommissioning

Artworks (particularly public artworks) have a finite lifespan which ~~Council-City of Darwin~~ assesses on an individual basis. This assessment determines the 'useful life' of an artwork and is stipulated in ~~Council's~~ City of Darwin's asset registry. ~~Council-City of Darwin~~ endeavours to fulfill all requirements for upkeep of public art assets but reserves the right to decommission a work when:

- ~~The work has reached its agreed commissioned lifespan~~
- ~~The work is no longer relevant to its site or purpose~~
- ~~The work poses a risk to public safety~~
- ~~The work poses a risk to the environment, and/or~~
- ~~There is deterioration or damage to the work beyond reasonable repair.~~

Artists' moral rights will be adhered to by ~~all Council staff~~City of Darwin when processing the removal, relocation or decommissioning of an artwork under its ownership.

4 Definitions

~~Public Art and Cultural Development Policy~~Public art and cultural development policy - 0084.100.E.R8012.100.E.R

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Arts and Cultural Development means visual art, music, dance, writing, craft, theatre, media art, interdisciplinary practice, digital art and design, public art, cultural events and festivals, exhibitions, community cultural development activities, and preservation of knowledge, stories, some heritage assets and collections.

~~Community Art: Community Art is artistic activity that is based in a community setting, characterised by interaction or dialogue with the community and often involving a professional artist collaborating with people who may not otherwise engage in the arts.~~

First Nations ~~First Nations refer to~~means culturally distinct ethnic groups who are indigenous to a particular place. ~~There are over 500 First Nations clan groups or 'nations' within Australia, which is the land mass of First Nations people referred to in this Policy.~~

Indigenous Cultural Intellectual Property (ICIP) ~~ICIP refers to~~ means all rights that Indigenous people have, and want to have, to protect their traditional arts and culture. ~~Sometimes the words "Cultural Heritage" are used to mean the same thing.~~

Larrakia means the Traditional Owners of Darwin, often referred to as saltwater people. Larrakia Country runs far beyond the municipal boundaries of Darwin, covering the area from the Cox Peninsula in the west to the Adelaide River in the East. Representative bodies for the Larrakia include Larrakia Nation Aboriginal Corporation, Larrakia Development Corporation and Gwalwa Daraniki. Larrakia: The recognised traditional owners of the Darwin and Palmerston area.

Public art means an artwork in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Public art can be located indoors or outside and include permanent works, temporary works, site-specific installation, integrated works into another public structure, works applied to a separate surface or structure (this includes murals, street art, vinyl transfers), performance-based works, digital works, kinetic works (works that move) and works which experiment with scale (very large or very small). Public Art is generally open and accessible to all. Public Art: A public artwork in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Public art can include permanent works, temporary works, stand-alone works, site specific installation, integrated works into another public structure, works applied to a separate surface or structure (this include murals, street art, vinyl transfers), memorials with include an artistic component, performance-based works, sound-based works, digital works, kinetic works (works that move) and works which experiment with scale (very large or very small).

Street Art: Street art is a legitimate and distinct art form from graffiti. It is characterised by its obtaining of consent from property owners for its purposes.

5 Legislative References

Copyright Act 1968 (CTH)

Public Art and Cultural Development Policy, public art and cultural development policy - 0084.100.E.R8012.100.E.R

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Local Government Act 2019 (NT)
~~Darwin City of Darwin Council By- Laws 1994~~2023 (NT)

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6 Procedures / rRelated dDocuments

City of Darwin Creative Strategy 2024-2030
Revive – Australia’s National Cultural Policy
City of Darwin 0008.100.E.R-Community Inclusion Policy-008
City of Darwin Public Art Pilot Plan-2016
City of Darwin Arts Plan 2015-2020
8010.100.E.R City of Darwin Public Art Guidelines-2015percentage for Art Policy TBC
0098.100.E.R City of Darwin XXXX.XXX.E.R- Customer Feedback Policy

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7 Responsibility / aApplication

City of Darwincouncil staff-workplace participants are responsible for ensuring that artists engaged by City of Darwin are aware of this policy, its definitions, references and related documents.

The General Manager Community and Regulatory Services is responsible for the implementation and review of this policy ensuring this policy is understood and adhered to by all Council City of Darwin staff.

The General Manager Community and Regulatory Services is responsible for the strategic oversight and management of Council’s arts and cultural development activities, programs, promotion and the implementation of this policy.

This policy will be reviewed every four years or as required.

8 Document Control

Document-Number			Responsible-Officer:	
Version	Decision-Number	Adoption-Date	History	Next-Review-Date
1				
2				
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14.2 REVIEW OF CUSTOMER CONDUCT POLICY AND CUSTOMER FEEDBACK POLICY

Author: Acting Executive Manager Corporate and Customer Services
Corporate Compliance Officer

Authoriser: General Manager Corporate

Attachments:

1. Customer Conduct Policy - clean [↓](#)
2. Customer Conduct Policy - tracked changes [↓](#)
3. Customer Feedback Policy - clean [↓](#)
4. Customer Feedback Policy - tracked changes [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Review of Customer Conduct Policy and Customer Feedback Policy be received and noted.
2. THAT Council adopt the revised Customer Conduct Policy at **Attachment 1**.
3. THAT Council adopt the revised Customer Feedback Policy at **Attachment 3**.

PURPOSE

The purpose of this report is to provide the reviewed and updated Customer Conduct and Customer Feedback policies to Council for endorsement.

KEY ISSUES

- City of Darwin's Customer Conduct Policy and Customer Feedback Policy are scheduled for review.
- Officers have reviewed.

<p>DISCUSSION</p> <p>The Customer Feedback and Customer Conduct policies were last reviewed in 2020 and are required to be reviewed at least once per term of Council.</p> <p>The policies have been reviewed against ISO 10002:2018 Guidelines for complaint management in organisations, other Council policies and legislation to ensure compliance.</p> <p>Minor amendments have been made to the policies for language and clarity.</p>	
<p>PREVIOUS COUNCIL RESOLUTION</p> <p>At the 29 September 2020 meeting Council resolved:</p> <p>RESOLUTION ORD 292/20</p> <ol style="list-style-type: none"> 1. THAT the report entitled Adoption of Customer Feedback and Customer Conduct Policies be received and noted. 2. THAT Council rescind Council Policy No. 026 <i>Complaints Handling and Review of Decisions</i>. 3. THAT Council approve the proposed Customer Feedback Policy at Attachment 1. 4. THAT Council approve the proposed Customer Conduct Policy at Attachment 2. <p style="text-align: right;">CARRIED 13/0</p>	
STRATEGIC PLAN ALIGNMENT	<p>6 Governance Framework</p> <p>6.3 Decision Making and Management</p>
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	<p>Budget/Funding:</p> <p>NA</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <p>As per the policies</p> <p>Policy:</p> <p>Customer Conduct Policy</p> <p>Customer Feedback Policy</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	<p>Engagement Level: Discuss</p> <p>Tactics: Feedback</p> <p>Internal:</p> <p>Chief Executive Officer</p> <p>General Manager Corporate</p> <p>External:NA</p>
DECLARATION OF INTEREST	<p>The report author does 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>



Customer conduct policy

Policy No. 2602.100.E.R

1 Purpose

The purpose of this policy is to provide the community and workplace participants guidance on how City of Darwin will respond to customer behaviour that is considered threatening, intimidating or extreme and can have physical and emotional health and safety risks for workplace participants. This policy acknowledges the risks inherent in such conduct and aims to minimise the consequences of such behaviour in a reasonable and proportionate manner.

2 Scope

This policy aims to:

- Provide definitions and examples of unreasonable conduct
- Provide guidance for customers and staff on City of Darwin’s response to unreasonable conduct.
- Ensure that staff feel confident and supported in taking appropriate action to manage unreasonable customer conduct.
- Ensure that customers are dealt with fairly, consistently, honestly and appropriately.

3 Policy statement

City of Darwin are committed to being accessible and responsive to customers who approach City of Darwin for assistance, raising legitimate and important concerns, enquiries or requests and to ensuring a timely response to all enquiries, requests, concerns and complaints received.

City of Darwin are also committed to ensuring the health, safety and security of employees and all visitors to their facilities.

Most customers act reasonably and responsibly in their interactions with City of Darwin, even if they are experiencing distress, frustration or anger about a particular matter. However, in some cases, customers can engage in conduct that is considered to be unreasonable.

Unreasonable customer conduct can be divided into five categories of conduct:

- unreasonable persistence
- unreasonable demands
- unreasonable lack of cooperation
- unreasonable arguments
- unreasonable behaviour.

These incidents will generally be managed by limiting or adapting the ways that City of Darwin interact with and/or delivers services by:

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- limiting a customer to a sole contact person/staff member
- restricting the subject matter of communications that City of Darwin will consider and respond to
- limiting a customer’s contact with City of Darwin to a particular time, day or length of time or curbing the frequency of their contact
- limiting the locations where City of Darwin will conduct face-to-face meetings to secured facilities or areas
- limiting or modifying the forms of contact that customer can have with City of Darwin.

Any restrictions must be reasonable, proportionate and justifiable in the circumstances. In rare cases, and as a last resort the Chief Executive Officer may decide that it is necessary for City of Darwin to completely restrict a customer’s contact/access to City of Darwin services.

A decision to have no further contact with a customer can only be made by the Chief Executive Officer. It will only be made if it appears that the customer is unlikely to modify their conduct, and/or their conduct poses a significant risk to health and wellbeing for workplace participants or other parties because it involves conduct that may include:

- acts of aggression, verbal and/or physical abuse, threats of harm with or without a weapon, harassment, intimidation, stalking, assault (including spitting or deliberately coughing).
- damage to City of Darwin property.
- threats with a weapon or common office items that can be used to harm another person or themselves.
- physically preventing a staff member from moving around freely either within City of darwin premises or during an off-site visit.

A customer’s access to City of Darwin services and premises may also be restricted (directly or indirectly) using the legal mechanisms such as trespass/legal orders to protect workplace participants.

When using the restrictions provided in this section, City of Darwin recognises that discretion will need to be used to adapt them to suit a customer’s personal circumstances, level of competency, disabilities, literacy skills etc. In this regard, City of Darwin also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

Any restrictions placed on a customer’s access restrictions will be reviewed by senior management at reasonable intervals. The *Information Act 2002* (the Act) provides customers with a general right of access to information held by City of Darwin unless there is an overriding public interest consideration against the disclosure of the legislation. These considerations are outlined in the Act. Nothing in this policy is intended to prevent customers from exercising their rights under the Act.

4 Definitions

Customer – any person engaging with City of Darwin. This may include, but is not limited to, individuals paying outstanding rates, fees and penalties, individuals seeking information, individuals using City of Darwin facilities, vendors, potential vendors, or employment candidates.

.....

Customer conduct policy - 2602.100.E.R

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Type of unreasonable customer conduct	Definition	Examples
Unreasonable persistence	Continued, incessant and unrelenting conduct by an individual or group that has a disproportionate and unreasonable impact on staff, services, time and resources.	<ul style="list-style-type: none"> Bombarding City of Darwin with calls, emails, visits or information when not warranted. Reframing an old complaint so it looks like there are new issues. Refusing to accept the decision after the complaint or concern has been investigated and the outcome explained. Contacting different officers seeking a different answer.
Unreasonable demands	Demands (express or implied) that are made by an individual or group and that have a disproportionate and unreasonable impact on staff, services, time and/or resources.	<ul style="list-style-type: none"> Insisting on an immediate response or priority that is not required. Demanding information that they are not entitled to. Insisting that a senior person deal with their matter when that is not required. Instructing the organisation how to handle the issue.
Unreasonable lack of co-operation	Unwillingness and/or inability by a complainant to cooperate with City of Darwin, staff or the complaints system and processes that result in a disproportionate and unreasonable use of services, time and/or resources.	<ul style="list-style-type: none"> Withholding information to support a request. Refusing to comply with reasonable requests for information. Sending voluminous amounts of unnecessary information.
Unreasonable arguments	Arguments that are not based on reason or logic, that are incomprehensible, false or inflammatory, trivial or malicious and that disproportionately and unreasonably impact upon staff, services, time and/or resources.	<ul style="list-style-type: none"> Insisting on the importance of minor issues. Making malicious/vexatious allegations eg. bias, corruption or conflict of interest. Imputing motive or consequence.
Unreasonable behaviour	Conduct that is unreasonable and unacceptable in all circumstances by the normal standards of society, regardless of how stressed, angry or frustrated a person is, because it unreasonable compromises the	<ul style="list-style-type: none"> Assault (including spitting and/or deliberately coughing). Verbal abuse. Aggressive or intimidatory behaviour. Harassment.

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Type of unreasonable customer conduct	Definition	Examples
	health, safety and security of all involved parties.	<ul style="list-style-type: none"> Making threats.

5 Legislative references

Nil

6 Procedures/related documents

0033.100.E.R Privacy Policy

2602.100.E.R Customer Feedback Policy

2602.010.I.R Customer Conduct Procedure

2601.010.I.R Customer Feedback Procedure

ISO 10002:2018 Guidelines for complaint management in organisations

7 Responsibility/application

The General Manager Corporate is accountable for the operation of this policy. This policy will be reviewed every four years or at other such time as is deemed necessary.

Customer conduct policy - 2602.100.E.R

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Customer conduct policy

Policy No. 2602.100.E.R

1 Purpose

The purpose of this policy is to provide the community and ~~staff~~ workplace participants guidance on how City of Darwin will respond to customer behaviour that is considered threatening, intimidating or extreme and can have physical and emotional health and safety risks for ~~our staff~~ workplace participants. This policy acknowledges the risks inherent in such conduct and aims to minimise the consequences of such behaviour in a reasonable and proportionate manner.

2 Scope

This policy aims to:

- Provide definitions and examples of unreasonable conduct
- Provide guidance for customers and staff on ~~our~~ City of Darwin's response to unreasonable conduct.
- Ensure that staff feel confident and supported in taking appropriate action to manage unreasonable customer conduct.
- Ensure that customers are dealt with fairly, consistently, honestly and appropriately.

3 Policy ~~s~~Statement

~~We~~ City of Darwin are committed to being accessible and responsive to ~~all~~ customers who approach ~~us~~ City of Darwin for assistance, raising legitimate and important concerns, enquiries or requests and to ensuring a timely response to all enquiries, requests, concerns and complaints received.

~~We~~ City of Darwin are also committed to ensuring the health, safety and security of employees and all visitors to ~~our~~ their facilities.

~~The majority~~ Most of customers act reasonably and responsibly in their interactions with ~~us~~ City of Darwin, even if they are experiencing distress, frustration or anger about a particular matter. However, in ~~a very small number of~~ some cases, customers can engage in conduct that is considered to be unreasonable.

Unreasonable ~~c~~Customer ~~C~~conduct (~~UCC~~) can be divided into five categories of conduct:

- ~~U~~unreasonable persistence
- ~~U~~unreasonable demands
- ~~U~~unreasonable lack of cooperation
- ~~U~~unreasonable arguments
- ~~U~~unreasonable behaviour.

Customer conduct policy - 2602.100.E.R Page 1 of 4

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- ~~UCC-These~~ incidents will generally be managed by limiting or adapting the ways that ~~we~~City of Darwin interact with and/or delivers services by:
- ~~L~~Limiting a customer to a sole contact person/staff member.
 - ~~R~~Restricting the subject matter of communications that ~~we~~City of Darwin will consider and respond to.
 - ~~L~~Limiting a customer's contact with ~~us~~City of Darwin to a particular time, day or length of time or curbing the frequency of their contact.
 - ~~L~~Limiting the locations where ~~we~~City of Darwin will conduct face-to-face meetings to secured facilities or areas.
 - ~~L~~Limiting or modifying the forms of contact that customer can have with ~~us~~City of Darwin.

Any restrictions must be reasonable, proportionate and justifiable in the circumstances. In rare cases, and as a last resort ~~when all other strategies have been considered and/or attempted~~, the Chief Executive Officer may decide that it is necessary for ~~us~~City of Darwin to completely restrict a customer's contact/access to ~~our~~City of Darwin services.

A decision to have no further contact with a customer can only be made by the Chief Executive Officer. It will only be made if it appears that the customer is unlikely to modify their conduct, and/or their conduct poses a significant risk to health and wellbeing for ~~our staff~~workplace participants or other parties because it involves ~~conduct that may include such conduct as:~~

- ~~A~~Acts of aggression, verbal and/or physical abuse, threats of harm with or without a weapon, harassment, intimidation, stalking, assault (including spitting or deliberately coughing).
- ~~d~~Damage to ~~our~~City of Darwin property.
- ~~T~~Threats with a weapon or common office items that can be used to harm another person or themselves.
- ~~P~~Physically preventing a staff member from moving around freely either within ~~our~~City of Darwin premises or during an off-site visit.

A customer's access to ~~our~~City of Darwin services and premises may also be restricted (directly or indirectly) using the legal mechanisms such as trespass ~~laws/legislation or~~ legal orders to protect ~~members of staff~~workplace participants.

When using the restrictions provided in this section, ~~we~~City of Darwin recognises that discretion will need to be used to adapt them to suit a customer's personal circumstances, level of competency, disabilities, literacy skills etc. In this regard, ~~we~~City of Darwin also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

Any restrictions placed on a customer's access restrictions will be reviewed by senior management at reasonable intervals. The Information Act 2002 (the Act) provides ~~our~~customers with a general right of access to information held by ~~us~~City of Darwin unless there is an overriding public interest consideration against the disclosure of the legislation. These considerations are outlined in the Act. Nothing in this policy is intended to prevent customers from exercising their rights under the Act.

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4 Definitions

Customer – any person engaging with ~~us~~City of Darwin. This may include, but is not limited to, individuals paying outstanding rates, fees and penalties, individuals seeking information, individuals using ~~our~~City of Darwin facilities, vendors, potential vendors, or employment candidates.

Type of un reasonable customer conduct	Definition	Examples
Unreasonable p ersistence	Continued, incessant and unrelenting conduct by an individual or group that has a disproportionate and unreasonable impact on our staff, services, time and resources.	<ul style="list-style-type: none">• Bombarding usCity of Darwin with calls, emails, visits or information when not warranted.• Reframing an old complaint so its looks like there are new issues.• Refusing to accept the decision after the complaint or concern has been investigated and the outcome explained.• Contacting different officers seeking a different answer.
Unreasonable d emands	Demands (express or implied) that are made by an individual or group and that have a disproportionate and unreasonable impact on our staff, services, time and/or resources.	<ul style="list-style-type: none">• Insisting on an immediate response or priority that is not required.• Demanding information that they are not entitled to.• Insisting that a senior person deal with their matter when that is not required.• Instructing the organisation how to handle the issue.
Unreasonable l ack of c o- o peration	Unwillingness and/or inability by a complainant to cooperate with our City of Darwin organisation , staff or the complaints system and processes that result in a disproportionate and unreasonable use of our services, time and/or resources.	<ul style="list-style-type: none">• Withholding information to support a request.• Refusing to comply with reasonable requests for information.• Sending voluminous amounts of unnecessary information.
Unreasonable a rguments	Arguments that are not based on reason or logic, that are incomprehensible, false or inflammatory, trivial or malicious and	<ul style="list-style-type: none">• Insisting on the importance of minor issues.

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Type of unreasonable customer conduct	Definition	Examples
	that disproportionately and unreasonably impact upon our staff, services, time and/or resources.	<ul style="list-style-type: none">• Making malicious/vexatious allegations eg. bias, corruption or conflict of interest.• Imputing motive or consequence.
Unreasonable behaviour	Conduct that is unreasonable and unacceptable in all circumstances by the normal standards of society, regardless of how stressed, angry or frustrated a person is, because it unreasonable compromises the health, safety and security of all involved parties.	<ul style="list-style-type: none">• Assault (including spitting and/or deliberately coughing).• Verbal abuse.• Aggressive or intimidatory behaviour.• Harassment.• Making threats.

5 Legislative References

Nil

6 Procedures-/Related Documents

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

~~City of Darwin 00982602~~.100.E.R Customer Feedback Policy

~~City of Darwin 24072602~~.010.I.R Customer Conduct Procedure

~~City of Darwin 24052601~~.010.I.R Customer Feedback Procedure

[ISO 10002:2018 Guidelines for complaint management in organisations](#)

7 Responsibility-/Application

The ~~Chief Financial Officer~~[General Manager Corporate](#) is accountable for the operation of this policy. This policy will be reviewed every four years or at other such time as is deemed necessary.



Customer feedback policy

Policy No. 2601.100.E.R

1 Purpose

The purpose of this policy is to ensure customer feedback is received and responded to in a systematic manner that is fair, efficient and effective.

2 Scope

This policy applies to receiving or managing negative feedback and complaints from the public to or about City of Darwin.

This policy does not address complaints about elected members, corrupt conduct, internal grievances, or reviewable decisions which are managed through other policies, procedures, or legislation. Details on these referrals are outlined below.

2.1 Complaints about elected members

Complaints not relating to corruption, about the conduct of an elected member, are to be made to the department responsible for Local Government in accordance with the *Local Government Act 2019 (NT)* (The Act).

However, if a complaint of this nature is made directly to City of Darwin, it will be referred directly to the department responsible for Local Government in accordance with The Act.

2.2 Corrupt conduct

A complaint, information or matter that involves or may involve suspected corrupt conduct should be made directly to the Independent Commission against Corruption (ICAC). If the complaint is made to City of Darwin, this will be referred directly to ICAC, and City of Darwin will provide information and support the complainant.

2.3 Internal complaint or staff grievance

Complaints that are considered a staff grievance or are generated internally will be administered in accordance with internal procedures.

2.4 Reviewable decisions

Customer feedback policy - 2601.100.E.R

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In some circumstances a review of administrative decisions made by City of Darwin may be sought. These are in relation to decisions made that are designated as reviewable by The Act or by Council resolution. Other matters are dealt with through the appropriate mechanism. For details relating to reviews of administrative decisions refer to 0043.100.E.R Meetings, Meeting Procedures and Committees.

3 Policy Statement

This policy, informed by ISO 10002:2018 Guidelines for complaint management in organisations, sets out the guiding principles for providing a response to feedback received on behalf of City of Darwin.

These principles are:

- enabling complaints
- managing complaints
- managing the parties
- accountability, learning and prevention.

3.1 Enabling complaints

City of Darwin are committed to seeking and receiving feedback and complaints about City of Darwin services, systems, practices, procedures, products and complaints handling.

Any concerns raised in feedback and complaints will be dealt with within a reasonable time frame.

Any compliments or positive recognition will be acknowledged and passed onto the staff concerned as feedback.

City of Darwin will ask people what outcome they seek from a complaint as part of the complaints processes and will actively involve complainants in the complaints process as far as practicable and appropriate in the circumstances.

People making complaints will be:

- provided with information about City of Darwin complaint handling process
- provided with multiple and accessible ways to make complaints
- listened to, treated with respect by staff, and actively involved in the complaint process where possible and appropriate
- provided natural justice and procedural fairness, and
- provided written reasons for City of Darwin decision/s and any options for redress or review.

City of Darwin will provide internal appeal mechanisms and will assist in any external reviews.

All reasonable steps will be taken to ensure that people making complaints are not adversely affected because a complaint has been made by them, or on their behalf.

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City of Darwin accept anonymous complaints and will carry out an investigation of the issues raised if there is enough information provided.

Information about how and where complaints may be made to or about City of Darwin is well publicised.

City of Darwin will ensure that systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance. If a person prefers or needs another person or organisation to assist or represent them in the making and/or resolution of their complaint, City of Darwin will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent.

Making a complaint is free.

3.2 Managing complaints

City of Darwin will promptly acknowledge receipt of all complaints.

All complaints will be assessed and prioritised in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

City of Darwin are committed to managing expectations, and will inform complainants as soon as possible, of the following:

- the complaints process
- the expected timeframes for actions
- the progress of the complaint and reasons for any delay
- their likely involved in the process, and
- the possible or likely outcome of their complaint.

City of Darwin will:

- advise complainants as soon as possible when City of Darwin are unable to deal with any part of their complaint and provide information about where such issues and/or complaints may be directed (if known and appropriate).
- advise complainants as soon as possible when City of Darwin are unable to meet timeframes for responding to their complaint and the reason for delay.
- address each complaint with integrity and in an equitable, objective and unbiased manner. Conflicts of interest, whether actual or perceived, will be managed responsibly.

Internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Officers are empowered to resolve complaints promptly and will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.



All complaints will be assessed on its merits and involve people making complaints and/or their representative in the process as far as possible.

The identity of complainants will be protected where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by City of Darwin as permitted under the Information Act and 0033.100.E.R Privacy Policy.

3.3 Managing the parties

Where a complaint involves multiple organisations, City of Darwin will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within City of Darwin, responsibility for communicating with the person making the complaint and/or representative will also be coordinated.

Where services are contracted out, City of Darwin expect contracted service providers to have an accessible and comprehensive complain management system. City of Darwin take complaints not only about the actions of workplace participants but also the actions of service providers.

When similar complaints are made by related parties City of Darwin prefer to communicate with a single representative of the group.

All officers managing complaints are empowered to implement City of Darwin’s complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of the complaint management system.

City of Darwin are committed to being accessible and responsive to all people who approach City of Darwin with feedback or complaints. At the same time success depends on:

- City of Darwin’s ability to work and perform functions in the most effective and efficient way possible
- the health, safety and security of workplace participants, and
- the ability to allocate resources fairly across all the complaints City of Darwin receive.

When people behave unreasonably in their dealings with City of Darwin, their conduct can significantly affect the progress and efficiency of City of Darwin work. As a result, City of Darwin will take proactive and decisive action to manage any conduct that negatively and unreasonably affects City of Darwin and will support staff to do the same in accordance with2062.100.E.R Customer Conduct Policy.

3.4 Accountability, learning and prevention

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Customer feedback policy - 2601.100.E.R

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City of Darwin will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis. Regular analysis of these reports will be undertaken to monitor trends, measure the quality of customer service and make improvements.

The complaint management system will be monitored to:

- ensure its suitability for responding to and resolving complaints, and
- identify and correct deficiencies in the operation of the system.

Monitoring may include the use of audits, complainant satisfaction surveys and online listening tools and alerts.

City of Darwin are committed to improving the effectiveness and efficiency of the complaint management system. To this end, City of Darwin will:

- maintain open and regular support for the making and appropriate resolution of complaints
- implement best practices in complaint handling
- regularly review the complaint management systems and complaints data; and
- implement appropriate system changes arising out of analysis of complaints data and continual monitoring of the system, and
- extract available data to provide reports.

The Chief Executive Officer shall advise Elected Members as soon as reasonably possible of any complaints from:

- the Anti-Discrimination Commission;
- ICAC (where so authorised);
- The Commissioner of Police (where so authorised);
- Fair Work Australia; and
- The NT Ombudsman.

4 Definitions

Complaint is an expression of dissatisfaction made to or about City of Darwin, and/or their services, products, responsiveness and/or complaint handling, where a response or resolution is expected.

A complaint covered by this policy can be distinguished from:

- staff grievances
- notifiable disclosures made by staff
- responses to requests for feedback about the standard of City of Darwin service provision
- reporting of problems or wrong doing merely intended to bring a problem to City of Darwin's notice
- with no expectation of a response
- services requests, and
- requests for information under the Information Act.

Complaint Management System is all policies, procedures, practices, staff, hardware and

Customer feedback policy - 2601.100.E.R

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software used by City of Darwin in the management of complaints.

Dispute is an unresolved complaint escalated within or outside City of Darwin.

Feedback is opinions, comments and expression of interest or concern, made directly or indirectly, explicitly or implicitly, to or about City of Darwin, about their services, products and/or complaint handling where a response is not explicitly or implicitly expected or legally required.

Grievance is a statement by an individual staff member about another staff member or a work-related problem.

Notifiable Disclosures are disclosures about improper conduct that meet the requirements of the ICAC Act.

Service Request is contact seeking an action or outcome in an area of core business, including:

- requests for approval/permits
- requests for action
- routine inquiries about Council matters
- requests for the provision of services and assistance
- reports of failure to comply with Council by-laws or policies
- requests for explanation of policies, procedures and decisions.

5 Legislative References

Independent Commissioner Against Corruption Act 2017 (NT)
Information Act 2002 (NT)
Local Government Act 2019 (NT) and Associated Regulations

6 Procedures / Related Documents

0033.100.E.R Privacy Policy
2602.100.E.R Customer Conduct Policy
2602.010.I.R Customer Conduct Procedure
2601.010.I.R Customer Feedback Procedure
ISO 10002:2018 Guidelines for complaint management in organisations

7 Responsibility / Application

The General Manager Corporate is responsible for the implementation and review of this policy.
All workplace participants are responsible for adhering to this policy.

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This policy will be reviewed every four years or as required.

Who	Commitment	How
CEO supported by Strategic Directions Group	Promote a culture that values feedback, including complaints and their effective resolution	<ul style="list-style-type: none"> • Report publicly on complaints handling. • Provide adequate support and direction to key staff responsible for handling complaints. • Regularly review reports about complaint trends and issues arising from complaints. • Encourage all staff to be alert to complaints and assist those responsible for handling complaints to resolve them promptly. • Encourage staff to make recommendations for system improvement. • Recognise good complaint handling by staff. • Support recommendations for system, service and/or product improvements arising from analysis of complaint data. • Ensure that compliments and positive recognition of staff is acknowledged.
Executive Manager Corporate and Customer Service	Establish and manage City of Darwin's complaint management system	<ul style="list-style-type: none"> • Provide regular reports to the CEO and SDG in issues arising from complaint handling work. • Ensure recommendations arising out of complaint data analysis are canvassed with the CEO and SDG and implemented where appropriate. • Recruit, train and empower staff to resolve complaints promptly and in accordance with policies and procedures. • Encourage staff managing complaints to provide suggestions on ways to improve the complaint management system. • Encourage all staff to be alert to complaints and assist those responsible for handling complaints to resolve them promptly. • Recognise and reward good complaint handling by staff.

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Who	Commitment	How
Staff whose duties include complaint handling	Demonstrate exemplary complaint handling practices	<ul style="list-style-type: none"> • Treat all people with respect, including people who make complaints. • Comply with complaint handling policies and procedures. • Keep informed about best practice in complaint handling. • Provide suggestions to management on ways to improve the complaint management system. • Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.
All staff	Understand and comply with complaint handling practices.	<ul style="list-style-type: none"> • Treat all people with respect, including people who make complaints. • Be aware of complaint handling policies and procedures. • Assist people who wish to make complaints to access the complaints process. • Be alert to complaints and assist staff handling complaints to resolve matters promptly. • Provide feedback to management on issues arising from complaints. • Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.

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Customer feedback policy

Policy No. 2601.100.E.R

1 Purpose

The purpose of this policy is intended to ensure that City of Darwin has a framework in place for responding to customer feedback, in particular complaints, fairly, efficiently and effectively customer feedback is received and responded to in a systematic manner that is fair, efficient and effective.

Whilst we appreciate all forms of feedback, it is important that we have a robust complaints management system that:

- enables us to respond to issues raised by people making complaints in a timely and cost effective way
- boosts public confidence in our administrative process through responsiveness and procedural fairness, and
- provides information that can be used by us to deliver quality improvements in services, systems, practices, procedures, products and complaint handling.

2 Scope

This policy applies to our staff receiving or managing complaints from the public made to or about us, and/or how we handle complaints. We will accept complaints regarding our decisions and actions. These complaints will be referred to the relevant department. This policy applies to receiving or managing negative feedback and complaints from the public to or about City of Darwin.

This policy does not address complaints about elected members, corrupt conduct, internal grievances, or reviewable decisions which are managed through other policies, procedures, or legislation. Details on these referrals are outlined below.

However, if a complaint falls into one of the categories below, we will refer the complaint appropriately as set out below and record the referral in our system.

2.1 Complaints about elected members

Complaints not relating to corruption, about the conduct of an ~~e~~Elected ~~M~~member, are to be made to the department responsible for Local Government in accordance with the Local Government Act 2019 (NT) ~~(The Act)~~Local Government Act. 2008 (NT).

However, if a complaint of this nature is made directly to City of Darwin ~~staff~~, it will be referred directly to the department responsible for Local Government in accordance with The Act~~the Local Government Act. 2008 2019 (NT).~~

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2.2 Corrupt conduct

A complaint, information or matter that involves or may involve suspected corrupt conduct should be made directly to the Independent Commission against Corruption (ICAC). If the complaint is made to [usCity of Darwin](#), this will be referred directly to ICAC, and [weCity of Darwin](#) will provide information and support the complainant.

2.3 Internal complaint or staff grievance

Complaints that are considered a staff grievance or are generated internally will be administered in accordance with [our](#) internal procedures.

2.4 Reviewable decisions

In some circumstances a review of administrative decisions made by [usCity of Darwin](#) may be sought. These are in relation to decisions made that are designated as reviewable by [The Actthe Local Government Act, 201908 \(NT\)](#) or by Council resolution. Other matters are dealt with through the appropriate mechanism. For details relating to reviews of administrative decisions refer to [Council Policy No-0043.100.E.R Meetings, Meeting Procedures and Committees](#).

3 Policy Statement

[This policy, informed by ISO 10002:2018 Guidelines for complaint management in organisations, sets out the guiding principles for providing a response to feedback received on behalf of City of Darwin.](#)

[These principles are:](#)

- [enabling complaints](#)
- [managing complaints](#)
- [managing the parties](#)
- [accountability, learning and prevention.](#)

3.1 ~~Facilitate~~ [Enabling](#) complaints

~~As outlined in the Customer First Strategy, we~~[City of Darwin](#) are committed to seeking and receiving feedback and complaints about ~~our~~[City of Darwin](#) services, systems, practices, procedures, products and complaints handling.

Any concerns raised in feedback and complaints will be dealt with within a reasonable time frame.

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Any compliments or positive recognition will be acknowledged and passed onto the staff concerned as feedback.

~~We~~ City of Darwin will ask people what outcome they seek from a complaint as part of ~~our~~ the complaints processes. ~~We~~ and will actively involve complainants in the complaints process as far as practicable and appropriate in the circumstances.

People making complaints will be:

- ~~P~~ rovided with information about ~~our~~ City of Darwin complaint handling process
- ~~P~~ rovided with multiple and accessible ways to make complaints
- ~~L~~ istened to, treated with respect by staff, and actively involved in the complaint process where possible and appropriate
- ~~P~~ rovided natural justice and procedural fairness, and
- ~~P~~ rovided written reasons for ~~our~~ City of Darwin decision/s and any options for redress or review.

~~We~~ City of Darwin will provide internal appeal mechanisms and will assist in any external reviews.

~~We will take a~~ All reasonable steps will be taken to ensure that people making complaints are not adversely affected because a complaint has been made by them, or on their behalf.

~~We~~ City of Darwin accept anonymous complaints and will carry out an investigation of the issues raised if there is enough information provided.

~~We will ensure that it~~ Information about how and where complaints may be made to or about ~~us~~ City of Darwin is well publicised.

~~We~~ City of Darwin will ensure that ~~our~~ systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance. If a person prefers or needs another person or organisation to assist or represent them in the making and/or resolution of their complaint, ~~we~~ City of Darwin will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent.

Making a complaint is free.

3.2 ~~Respond to complaints~~ Managing complaints

~~We~~ City of Darwin will promptly acknowledge receipt of all complaints.

~~We will assess and prioritise~~ All complaints will be assessed and prioritised in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

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~~We~~ City of Darwin are committed to managing ~~people's~~ expectations, and will inform ~~them~~ complainants as soon as possible, of the following:

- the complaints process
- the expected timeframes for ~~our~~ actions
- the progress of the complaint and reasons for any delay
- their likely involved in the process, and
- the possible or likely outcome of their complaint.

~~We~~ City of Darwin will:

- ~~we~~ advise ~~people~~ complainants as soon as possible when ~~we~~ City of Darwin are unable to deal with any part of their complaint and provide information about where such issues and/or complaints may be directed (if known and appropriate).
- ~~We will also~~ advise ~~people~~ complainants as soon as possible when ~~we~~ City of Darwin are unable to meet ~~our~~ timeframes for responding to their complaint and the reason for ~~our~~ delay.
- ~~We will~~ address each complaint with integrity and in an equitable, objective and unbiased manner. Conflicts of interest, whether actual or perceived, will be managed responsibly.

Internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

~~Our staff~~ Officers are empowered to resolve complaints promptly and ~~we~~ will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

~~We will assess each~~ All complaints ~~will be assessed~~ on its merits and involve people making complaints and/or their representative in the process as far as possible.

~~We will protect~~ The identity of ~~people making complaints~~ complainants ~~will be protected~~ where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by ~~us~~ City of Darwin as permitted under the Information Act and ~~Council Policy No.~~ 0033.100.E.R Privacy Policy.

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3.3 ~~Manage the parties to a complaint~~Managing the parties

Where a complaint involves multiple organisations, ~~we~~ City of Darwin will work with the other organisation/s where possible, to ensure that communication with the person making a complaint and/or their representative is clear and coordinated.

Subject to privacy and confidentiality considerations, communication and information sharing between the parties will also be organised to facilitate a timely response to the complaint.

Where a complaint involves multiple areas within ~~our organisation~~ City of Darwin, responsibility for communicating with the person making the complaint and/or representative will also be coordinated.



Where ~~our~~ services are contracted out, ~~we~~ City of Darwin expect contracted service providers to have an accessible and comprehensive complain management system. ~~We~~ City of Darwin take complaints not only about the actions of ~~our staff~~ workplace participants but also the actions of service providers.

When similar complaints are made by related parties ~~we~~ City of Darwin prefer to communicate with a single representative of the group.

All ~~staff officers~~ managing complaints are empowered to implement ~~our~~ City of Darwin's complaint management system as relevant to their role and responsibilities.

Staff are encouraged to provide feedback on the effectiveness and efficiency of all aspects of ~~our~~ the complaint management system.

~~We~~ City of Darwin are committed to being accessible and responsive to all people who approach ~~us~~ City of Darwin with feedback or complaints. At the same time ~~our~~ success depends on:

- ~~our~~ City of Darwin's ability to ~~do our~~ work and perform ~~our~~ functions in the most effective and efficient way possible
- the health, safety and security of ~~our staff~~ workplace participants, and
- ~~our~~ the ability to allocate ~~our~~ resources fairly across all the complaints ~~we~~ City of Darwin receive.

When people behave unreasonably in their dealings with ~~us~~ City of Darwin, their conduct can significantly affect the progress and efficiency of ~~our~~ City of Darwin work. As a result, ~~we~~ City of Darwin will take proactive and decisive action to manage any conduct that negatively and unreasonably affects ~~us~~ City of Darwin and will support ~~our~~ staff to do the same in accordance with ~~Council Policy No. 092 Managing Customer Conduct~~ 2062.100.E.R Customer Conduct Policy.

3.4 Accountability, ~~and~~ learning ~~and~~ prevention

~~We~~ City of Darwin will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis. Regular analysis of these reports will be undertaken to monitor trends, measure the quality of ~~our~~ customer service and make improvements.

~~We will continually monitor our~~ The complaint management system ~~will be monitored~~ to:

- ensure its suitability for responding to and resolving complaints, and
- identify and correct deficiencies in the operation of the system.

Monitoring may include the use of audits, complainant satisfaction surveys and online listening tools and alerts.

~~We~~ City of Darwin are committed to improving the effectiveness and efficiency of ~~our~~ the complaint management system. To this end, ~~we~~ City of Darwin will:

- maintain open and regular support for the making and appropriate resolution of complaints
- implement best practices in complaint handling
- regularly review the complaint management systems and complaints data; and



- implement appropriate system changes arising out of analysis of complaints data and continual monitoring of the system, and
- extract available data to provide reports.

The Chief Executive Officer shall advise Elected Members as soon as reasonably possible of any complaints from:

- the Anti-Discrimination Commission;
- ICAC (where so authorised);
- The Commissioner of Police (where so authorised);
- Fair Work Australia; and
- The NT Ombudsman.

4 Definitions

Complaint is an expression of dissatisfaction made to or about ~~us~~City of Darwin, ~~our~~and/-or their services, products, responsiveness and/or complaint handling, where a response or resolution is expected.

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A complaint covered by this policy can be distinguished from:

- staff grievances
- notifiable disclosures made by ~~our~~staff
- responses to requests for feedback about the standard of ~~our~~City of Darwin service provision
- reporting of problems or wrong doing merely intended to bring a problem to ~~our~~City of Darwin's notice
- with no expectation of a response
- services requests, and
- requests for information under the Information Act.

Complaint Management System is all policies, procedures, practices, staff, hardware and software used by ~~us~~City of Darwin in the management of complaints.

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Dispute is an unresolved complaint escalated within or outside ~~of our organisation~~City of Darwin.

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Feedback is opinions, comments and expression of interest or concern, made directly or indirectly, explicitly or implicitly, to or about ~~us~~City of Darwin, about ~~our~~their services, products and/or complaint handling where a response is not explicitly or implicitly expected or legally required.

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Grievance is a statement by an individual staff member about another staff member or a work-related problem.

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Notifiable Disclosures are disclosures about improper conduct that meet the requirements of the ICAC Act.

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~~Policy is a statement of intent that sets out how we should fulfil our vision and Strategic Directions.~~

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~~Procedure is a statement or instruction that sets out how our policies and business will be implemented and by whom.~~

Service Request is contact seeking an action or outcome in an area of core business, including:

- requests for approval/permits
- requests for action
- routine inquiries about Council matters
- requests for the provision of services and assistance
- reports of failure to comply with Council by-laws or policies
- requests for explanation of policies, procedures and decisions.

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5 Legislative References

Independent Commissioner Against Corruption Act 2017 (NT)
Information Act 2002 (NT)
Local Government Act ~~2008~~2019 (NT) and Associated Regulations

6 Procedures / Related Documents

~~City of Darwin~~0033.100.E.R Privacy Policy
~~City of Darwin 0099~~2602.100.E.R Customer Conduct Policy
~~City of Darwin 2107~~2602.010.I.R Customer Conduct Procedure
~~City of Darwin 2105~~2601.010.I.R Customer Feedback Procedure
[ISO 10002:2018 Guidelines for complaint management in organisations—](#)

7 Responsibility / Application

~~The General Manager Corporate is responsible for the implementation and review of this policy.~~
~~All workplace participants are responsible for adhering to this policy.~~
~~This policy will be reviewed every four years or as required.~~
~~We expect staff at all levels to be committed to fair, effective and efficient complaint handling. The following table outlines the nature of the commitment expected from staff and the way that commitment should be implemented.~~

Who	Commitment	How
CEO supported by Strategic Directions Group	Promote a culture that values feedback,	• Report publicly on our complaints handling.

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Who	Commitment	How
	including complaints and their effective resolution	<ul style="list-style-type: none"> • Provide adequate support and direction to key staff responsible for handling complaints. • Regularly review reports about complaint trends and issues arising from complaints. • Encourage all staff to be alert to complaints and assist those responsible for handling complaints to resolve them promptly. • Encourage staff to make recommendations for system improvement. • Recognise good complaint handling by staff. • Support recommendations for system, service and/or product improvements arising from analysis of complaint data. • Ensure that compliments and positive recognition of staff is acknowledged.
Executive Manager Corporate and Customer Service	Establish and manage City of Darwin's complaint management system	<ul style="list-style-type: none"> • Provide regular reports to the CEO and SDG in issues arising from complaint handling work. • Ensure recommendations arising out of complaint data analysis are canvassed with the CEO and SDG and implemented where appropriate. • Recruit, train and empower staff to resolve complaints promptly and in accordance with policies and procedures. • Encourage staff managing complaints to provide suggestions on ways to improve the complaint management system. • Encourage all staff to be alert to complaints and assist those responsible for handling complaints to resolve them promptly. • Recognise and reward good complaint handling by staff.
Staff whose duties include complaint handling	Demonstrate exemplary complaint handling practices	<ul style="list-style-type: none"> • Treat all people with respect, including people who make complaints. • Comply with complaint handling policies and procedures.

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Who	Commitment	How
		<ul style="list-style-type: none">• Keep informed about best practice in complaint handling.• Provide suggestions to management on ways to improve the complaint management system.• Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.
All staff	Understand and comply with complaint handling practices.	<ul style="list-style-type: none">• Treat all people with respect, including people who make complaints.• Be aware of complaint handling policies and procedures.• Assist people who wish to make complaints to access the complaints process.• Be alert to complaints and assist staff handling complaints to resolve matters promptly.• Provide feedback to management on issues arising from complaints.• Implement changes arising from individual complaints and from the analysis and evaluation of complaint data as directed by management.

14.3 REVIEW OF GIFTS AND BENEFITS POLICIES

Author: Manager Office of Council and CEO

Authoriser: Chief Executive Officer

Attachments:

1. **Gifts and Benefits Policy - Tracked Changes** [↓](#)
2. **Gifts and Benefits Policy - Revised Version** [↓](#)
3. **CEO Gifts and Benefits Policy** [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Review of Gifts and Benefits Policies be received and noted.
2. THAT Council adopt the Gifts and Benefits Policy at **Attachment 2**.
3. THAT Council rescind the CEO Gifts and Benefits Policy at **Attachment 3**.

PURPOSE

The purpose of this report is to adopt the revised Gifts and Benefits Policy as required by the *Local Government Act 2019*.

KEY ISSUES

- City of Darwin is required by the *Local Government Act 2019* to have a policy for gifts and benefits received by Elected Members, the Chief Executive Officer (CEO), and City of Darwin officers.
- Officers have combined the two existing policies into one and made clear distinctions between Elected Members, the CEO and officers where required.
- Council reviews policies in accordance with a schedule during each term of Council.
- The Gifts and Benefits Policies are due for review in 2024.

DISCUSSION

Section 112(1) of the *Local Government Act 2019* requires Council to adopt a policy on gifts and benefits for Elected Members. Regulation 6(1)(g) requires Council to adopt a policy on gifts and benefits for the CEO.

The Gifts and Benefits Policy was adopted in May 2022 and is due for review. The policy outlines the responsibility for receiving, refusing, and disclosing relevant gifts or benefits for Elected Members, the CEO, and officers.

The policy has been reviewed and transferred administratively onto the new template at **Attachment 1** with tracked changes. Officers have combined the Elected Member and Staff policies into one policy with clear distinctions where required. The revised combined Gifts and Benefits Policy is at **Attachment 2** for Council adoption. The previous CEO Gifts and Benefits Policy is at **Attachment 3** for Council to rescind.

PREVIOUS COUNCIL RESOLUTION

At the 17 May 2022 meeting Council resolved:

RESOLUTION ORD241/22

1. THAT the report entitled Adoption of Gifts and Benefits Policy be received and noted.
2. THAT Council adopt the Elected Members Gifts and Benefits Policy at **Attachment 1** with a \$30 maximum limit for individual gifts.
3. THAT Council adopt the CEO Gifts and Benefits Policy at **Attachment 2**.

CARRIED 10/0

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: <i>Local Government Act 2019</i> <i>Local Government (General) Regulations 2021</i>
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	<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>



Gifts and benefits policy

Policy No. 0014.100.E.R

1 Purpose

The purpose of this policy is to set out the requirements for Elected Members, the Chief Executive Officer (CEO) and workplace participants receiving and disclosing relevant gifts or benefits including entertainment and hospitality. ~~and disclosing relevant gifts or benefits.~~

-

2 Scope

This policy applies to receiving, refusing, and disclosing relevant gifts and benefits. ~~Elected Members.~~
~~Seperate policy guidance is provided for City of Darwin staff.~~

~~An Elected Member must discharge their duties, responsibilities and obligations impartially and with integrity including in relation to receiving, accepting and disclosing gifts or benefits.~~

~~An Elected Member must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the Elected Member or the Council.~~

~~Elected Members must also adhere to clauses 9.1 and 9.2 of the Code of Conduct relating to gifts (see Schedule 1 of the Local Government Act 2019).~~

-

3 Policy ~~S~~statement

Elected Members, the CEO and workplace participants must, at all times, conduct their official duties impartially and with integrity. In line with the Local Government Act 2019 (NT) and City of Darwin Code of Conduct, anyone employed by or representing City of Darwin must not:

- ask for or encourage gifts or benefits
- accept a gift or benefit that may influence them in performing their duties
- accept a gift or benefit that could be perceived to influence them in performing their duties.

3.1 Relevant gifts ~~or~~ benefits

A relevant gift or benefit is a gift or benefit that exceeds the nominal value and includes:

- a gift or benefit received on behalf of City of Darwin for the Council and accepted by an Elected Member, the CEO or workplace participant; ~~or~~

.....

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- a gift or benefit received ~~and accepted~~ by an Elected Member for the Elected Member or another person-
- a gift or benefit received by the CEO or workplace participant for the CEO, workplace participant or another person

•

3.2 Rejecting Refusing gifts andor benefits

If an Elected Member, the CEO or workplace participant receives a has received any gift or benefit that may compromise, or be seen to compromise, their impartiality or integrity, they must refuse breaches the principles at clause 2 above, the Elected Member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

While it is not required, details of a gift or benefit refused may be declared in writing to the relevant party and recorded in the appropriate register.

3.3 Disclosure of relevant gifts or benefits

All gifts and benefits received must be declared in writing as soon as practicable to the relevant party:

- Elected Members notify the CEO
- the CEO notifies the Lord Mayor
- workplace participants notify the CEO or delegate.

The following details must be included in the written declaration:

- name of the Elected Member / workplace participant who received the relevant gift or benefit
- name of the donor, person or organisation, who gave, the gift or benefit
- date the gift or benefit was received
- description of the gift or benefit
- whether the gift or benefit is for the City of Darwin, the Elected Member, the CEO, workplace participant or another person, including the full name and relationship of the person to the recipient, if applicable
- value or estimated value of the gift or benefit
- reason for the gift or benefit
- any other relevant details.

Details of declared gifts or benefits will be recorded in the appropriate register by the CEO or delegate.

Details in the register will be made available as follows:

- the Register of Declared Gifts and Benefits (Council Members) will be published on the City of Darwin website

Gifts and benefits policy - 0014.100.E.R

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- the Register of Declared Gifts and Benefits (Chief Executive Officer) and the Register of Declared Gifts and Benefits (Staff) will be maintained internally by the delegate.

If an Elected Member has received a relevant gift or benefit, the Elected Member must inform the CEO as soon as practicable after receipt and provide the following information in writing:

- name of the Elected Member that received the relevant gift or benefit
- name of the donor (person or organisation) giving the gift or benefit
- date the gift or benefit was received
- description of the gift or benefit
- whether the gift or benefit is for the City of Darwin, the Elected Member or another person (including the full name and relationship of the person to the Elected Member, if applicable)
- value (or estimated value) of the gift or benefit
- reason for the gift or benefit
- any other relevant details. The CEO will record the details in the register of declared gifts and benefits.

Where lawful and practical, Council may give customers the option of not identifying themselves when supplying information or entering into transactions with Council and will provide advice of any consequences of remaining anonymous.

3.4 Exemptions from disclosure

The principles in clause 2 still apply to gifts or benefits that are exempted from disclosure in the list below.

The following gifts or benefits are exempted from disclosure under this policy:

- a gift or benefit given to the an Elected Member, the CEO or workplace participant by the City of Darwin
- a protocol gift protocol gift given to an Elected Member, the CEO or workplace participant for the City of Darwin
- a gift or benefit given to the City of Darwin in relation to its status as a body corporate, where no individual Elected Member or Members are is considered to have accepted the gift or benefit
- food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the City of Darwin or that are required in accordance with performance of the Elected Members's, the CEO or workplace participants' official duties
- a donation disclosed (or to be disclosed) by the an Elected Member council member in a campaign donation return campaign donation return

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- ~~• a private and personal gift (such as a birthday present from a family member);~~
- a gift or benefit given in a private capacity for personal use, unless the gift or benefit may be perceived by a reasonable person to improperly influence the performance of official duties.

4 Definitions

Associate ~~in accordance with as per~~ Section 8 of the Local Government Act 2019 (NT), a person is an associate of another person if:

- they are in a close family relationship; or
- they are in partnership; or
- one is a company and the other is a director or manager of the company; or
- they are related companies; or
- one is a private company and the other is a shareholder in the company; or
- a chain of relationships can be traced between them under one or more of the above paragraphs.

Campaign ~~d~~Donation ~~R~~eturn Disclosure to the Electoral Commission as per the requirements of Section 148 of the Local Government Act 2019 (NT).

Elected Member for the purposes of this policy means an elected member of the Council and/or, ~~members of the Risk Management and Audit Committee and~~ any other Council committees.

Nominal ~~y~~Value means a single gift or benefit worth less than \$30 from the same donor or an associate of the donor in a financial year.

Protocol ~~G~~ift means a gift or benefit given ~~to a council member~~ for diplomatic, ceremonial, or symbolic purposes that will not be sold or transferred, ~~(unless in diplomatic, ceremonial or symbolic circumstances).~~

Register of Declared Gifts and Benefits (Chief Executive Officer) is a register required to be kept by City of Darwin. This register is to be made available to Elected Members at all times.

Register of Declared Gifts and Benefits (Council Members) is a register required to be kept by the CEO in accordance with section 113 of the ~~Act~~ Local Government Act 2019 (NT). This register will be publicly available.

Register of Declared Gifts and Benefits (Staff) is a register required to be kept by the CEO.

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

5 Legislative references

Local Government Act 2019 (NT)

Local Government (General) Regulations 2021 (NT)

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Gifts and benefits policy - 0014.100.E.R

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6 Procedures / related documents

- Nil
- [Register of Declared Gifts and Benefits \(Council Members\)](#)
- [Register of Declared Gifts and Benefits \(Chief Executive Officer\)](#)
- [Register of Declared Gifts and Benefits \(Staff\)](#)
- [Schedule 1 Code of Conduct](#)
- [City of Darwin Code of Conduct](#)

7 Responsibility / application

- ~~The Chief Executive Officer~~ [Elected Members and the CEO](#) ~~are~~ accountable for the overall establishment and periodic review of this policy.
- [Elected Members, the CEO and workplace participants are responsible for complying with this policy.](#)
- This ~~Ppolicy~~ [will be is subject to reviewed](#) every ~~four~~~~two~~~~(2)~~ years, or as [required. deemed appropriate, thereafter.](#)

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Gifts and benefits policy

Policy No. 0014.100.E.R

1 Purpose

The purpose of this policy is to set out the requirements for Elected Members, the Chief Executive Officer (CEO) and workplace participants receiving and disclosing relevant gifts or benefits including entertainment and hospitality.

2 Scope

This policy applies to receiving, refusing, and disclosing relevant gifts and benefits.

3 Policy statement

Elected Members, the CEO and workplace participants must, at all times, conduct their official duties impartially and with integrity. In line with the *Local Government Act 2019* (NT) and City of Darwin Code of Conduct, anyone employed by or representing City of Darwin must not:

- ask for or encourage gifts or benefits
- accept a gift or benefit that may influence them in performing their duties
- accept a gift or benefit that could be perceived to influence them in performing their duties.

3.1 Relevant gifts or benefits

A relevant gift or benefit is a gift or benefit that exceeds the nominal value and includes:

- a gift or benefit received on behalf of City of Darwin by an Elected Member, the CEO or workplace participant
- a gift or benefit received by an Elected Member for the Elected Member or another person
- a gift or benefit received by the CEO or workplace participant for the CEO, workplace participant or another person

3.2 Refusing gifts or benefits

If an Elected Member, the CEO or workplace participant receives a gift or benefit that may compromise, or be seen to compromise, their impartiality or integrity, they must refuse the gift or benefit by returning it to the donor and respectfully explaining that acceptance would breach this policy.

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While it is not required, details of a gift or benefit refused may be declared in writing to the relevant party and recorded in the appropriate register.

3.3 Disclosure of relevant gifts or benefits

All gifts and benefits received must be declared in writing as soon as practicable to the relevant party:

- Elected Members notify the CEO
- the CEO notifies the Lord Mayor
- workplace participants notify the CEO or delegate.

The following details must be included in the written declaration:

- name of the Elected Member / workplace participant who received the relevant gift or benefit
- name of the donor, person or organisation, who gave, the gift or benefit
- date the gift or benefit was received
- description of the gift or benefit
- whether the gift or benefit is for the City of Darwin, the Elected Member, the CEO, workplace participant or another person, including the full name and relationship of the person to the recipient, if applicable
- value or estimated value of the gift or benefit
- reason for the gift or benefit
- any other relevant details.

Details of declared gifts or benefits will be recorded in the appropriate register by the CEO or delegate.

Details in the register will be made available as follows:

- the Register of Declared Gifts and Benefits (Council Members) will be published on the City of Darwin website
- the Register of Declared Gifts and Benefits (Chief Executive Officer) and the Register of Declared Gifts and Benefits (Staff) will be maintained internally by the delegate.

3.4 Exemptions from disclosure

The following gifts or benefits are exempt from disclosure under this policy:

- a gift or benefit given to an Elected Member, the CEO or workplace participant by City of Darwin
- a protocol gift given to an Elected Member, the CEO or workplace participant for the City of Darwin
- a gift or benefit given to City of Darwin as a body corporate, where no individual is considered to have accepted the gift or benefit

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- food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through City of Darwin in accordance with Elected Members, the CEO or workplace participants' official duties
- a donation disclosed or to be disclosed by an Elected Member in a campaign donation return a gift or benefit given in a private capacity for personal use, unless the gift or benefit may be perceived by a reasonable person to improperly influence the performance of official duties.

4 Definitions

Associate in accordance with Section 8 of the *Local Government Act 2019 (NT)*, a person is an associate of another person if:

- they are in a close family relationship; or
- they are in partnership; or
- one is a company and the other is a director or manager of the company; or
- they are related companies; or
- one is a private company and the other is a shareholder in the company; or
- a chain of relationships can be traced between them under one or more of the above paragraphs.

Campaign donation return Disclosure to the Electoral Commission as per the requirements of Section 148 of the *Local Government Act 2019 (NT)*.

Elected Member for the purposes of this policy means an elected member of the Council and/or any other Council committees.

Nominal value means a single gift or benefit worth less than \$30 from the same donor or an associate of the donor in a financial year.

Protocol gift means a gift or benefit given for diplomatic, ceremonial, or symbolic purposes that will not be sold or transferred, unless in diplomatic, ceremonial or symbolic circumstances.

Register of Declared Gifts and Benefits (Chief Executive Officer) is a register required to be kept by City of Darwin. This register is to be made available to Elected Members at all times.

Register of Declared Gifts and Benefits (Council Members) is a register required to be kept by the CEO in accordance with section 113 of the *Local Government Act 2019 (NT)*. This register will be publicly available.

Register of Declared Gifts and Benefits (Staff) is a register required to be kept by the CEO.

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

5 Legislative references

Local Government Act 2019 (NT)
Local Government (General) Regulations 2021 (NT)

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6 Procedures / related documents

- Register of Declared Gifts and Benefits (Council Members)
- Register of Declared Gifts and Benefits (Chief Executive Officer)
- Register of Declared Gifts and Benefits (Staff)
- Schedule 1 Code of Conduct
- City of Darwin Code of Conduct

7 Responsibility / application

Elected Members and the CEO are accountable for the overall establishment and periodic review of this policy.

Elected Members, the CEO and workplace participants are responsible for complying with this policy.

This policy will be reviewed every four years, or as required.

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1	ORD	29 October 2024	28 October 2028
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CEO GIFTS AND BENEFITS POLICY

No. 0016.100.E.R

GOVERNANCE

1 PURPOSE

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and City of Darwin staff receiving gifts or benefits and disclosing relevant gifts or benefits.

2 SCOPE

This policy applies to the CEO and City of Darwin staff (collectively referred to as "staff"). Separate policy guidance is provided for City of Darwin Elected Members.

All staff must, at all times, discharge official duties, responsibilities and obligations impartially and with integrity in relation to receiving, accepting and disclosing gifts or benefits. Staff must not solicit or accept gifts and/or benefits. Staff must not accept a gift or benefit from any person or organisation, which may be perceived by a reasonable person to influence their performance of official duties, responsibilities and obligations. A benefit includes entertainment or hospitality.

3 POLICY STATEMENT

3.1 RELEVANT GIFTS OF BENEFITS

A relevant gift or benefit is a gift or benefit that exceeds the **nominal value** and includes:

- (a) gift or benefit received for the Council and accepted by an Elected Member; or
- (b) gift or benefit received and accepted by an Elected Member for the Elected Member or another person.

3.2 REJECTING GIFTS AND BENEFITS

If staff have received any gift or benefit that breaches the principles at clause 2 above, staff must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

3.3 DISCLOSURE OF RELEVANT GIFTS OR BENEFITS

If the CEO has received a relevant gift or benefit, the CEO must inform the Lord Mayor as soon as practicable after receipt and provide the following information in writing:

- (a) name of the donor (person or organisation) giving the gift or benefit;
- (b) date the gift or benefit was received;
- (c) description of the gift or benefit; the CEO or another person (including the full name and relationship of the person to the CEO, if applicable);
- (d) value (or estimated value) of the gift or benefit;

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CEO Gifts and Benefits Policy 0016.100.E.R

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CEO GIFTS AND BENEFITS POLICY 0016.100.E.R

GOVERNANCE

- (e) reason for the gift or benefit;
- (f) any other relevant details.

After notifying the Lord Mayor, the CEO will record the details in the **CEO register of declared gifts and benefits**. This register is available to Elected Members at all times. A report on the contents of the **CEO register of declared gifts and benefits** will be presented to Council on an annual basis.

If a staff member other than the CEO has received a gift or benefit, they must also complete a register with the same details as above. This register is to be kept by the CEO.

3.4 EXEMPTIONS FROM DISCLOSURE

The principles in clause 2 still apply to gifts or benefits that are exempted from disclosure in the list below.

The following gifts or benefits are exempted from disclosure under this policy:

- (a) a gift or benefit given to staff by the City of Darwin;
 - (b) a **protocol gift** given to staff for the City of Darwin;
 - (c) a gift or benefit given to the City of Darwin in relation to its status as a body corporate where no individual is considered to have accepted the gift or benefit;
 - (d) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the City of Darwin or that are required in accordance with performance of staff official duties;
- a gift or benefit given to staff in a private capacity for personal use by staff or another person – unless the gift or benefit may be perceived by a reasonable person to improperly influence the performance of official duties, responsibilities or obligations.

4 DEFINITIONS

Associate as per Section 8 of the Act, a person is an associate of another person if:

- (a) they are in a close family relationship; or
- (b) they are in partnership; or
- (c) one is a company and the other is a director or manager of the company; or
- (d) they are related companies; or
- (e) one is a private company and the other is a shareholder in the company; or
- (f) a chain of relationships can be traced between them under one or more of the above paragraphs.

CEO Register of Declared Gifts and Benefits is a register required to be kept by City of Darwin of gifts and benefits received by the CEO. This register is to be made available to Elected Members at all times and be presented at least once a year to Council.

Nominal Value means gifts or benefits totaling less than \$30 from the same donor or an associate of the donor in a financial year

Protocol Gift means a gift or benefit given to a council member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).

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5 LEGISLATIVE REFERENCES

- Local Government Act 2019 (NT)

6 PROCEDURES / RELATED DOCUMENTS

Nil

7 RESPONSIBILITY / APPLICATION

The Chief Executive Officer is accountable for the overall establishment and periodic review of this policy.

This Policy is subject to review every two (2) years, or as deemed appropriate, thereafter.

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15 RECEIVE & NOTE REPORTS**15.1 INTERIM MONTHLY FINANCIAL REPORT - SEPTEMBER 2024**

Author: Executive Manager Finance
Acting Executive Manager Corporate and Customer Services

Authoriser: General Manager Corporate

Attachments: 1. Interim Monthly Financial Report - September 2024 [↓](#)

RECOMMENDATIONS

THAT the report entitled Interim Monthly Financial Report – September 2024 be received and noted.

PURPOSE

The purpose of this report is to provide a summary of the interim financial position of Council for the period ended 30 September 2024.

Further, this report and the contents are required to be presented to Council in compliance with the *Local Government (General) Regulations 2021*.

KEY ISSUES

The Monthly Financial Report includes:

- Provisional Income Statement, which compares actual YTD income and expenditure against YTD budget.
- Provisional Fund Flow Statement (Monthly Operating Position), which outlines the effect on General Funds.
- Provisional Statement of Financial Position (Balance Sheet), which outlines what Council owns (assets) and what it owes (liabilities) at a point in time.
- Provisional Notes to the Balance Sheet, this includes further details on the Cash Balance, Trade Debtors, Trade Creditors, and a statement on Council's current payment and reporting obligations.
- Investments, which provides details of treasury activities, investments as at month end.
- Rates and Receivables Report which provides a summary of outstanding rates and debtors.
- Procurement Reporting, which is a summary of contract variations and exempt procurement.
- Provisional Capital Expenditure and Funding, which compares YTD capital expenditure and funding against YTD budget.
- Provisional Planned Major Projects Capital Works, provides a high-level financial overview of our major projects at a point in time.

DISCUSSION**September 2024 – Interim Year to Date Result**

The year-to-date operating result until 30 September 2024 is **a surplus of \$1.1M compared to a YTD Budgeted deficit of \$1.6M** as highlighted in the table below.

Including capital income results in a favourable **\$2.99M** variance overall (as shown in the income statement).

	Actual \$'000	Budget \$'000	Variance \$'000
Operating Surplus/ (Deficit)	1,126	(1,611)	2,737 Favourable

Commentary

The 30 June 2024 Annual Financial Statements Audit is in progress and therefore the Annual Financial Statements are not considered final. Audit and other adjustments will be considered and processed as required.

Please find below additional commentary for the material variances.

Income**Total Operating Income is tracking above budget by \$2.2M**

Total Operating Income results in a positive surplus of \$2.2M compared to budget. The variance mainly relates to User Fees & Charges which is tracking above expectation for September with income at Shoal Bay Waste Management Facility exceeding YTD budgets. Statutory charges which include animal registration fees and works permits on road reserves are also tracking higher YTD. Operating grants are below budget due to the anticipated timing of the Public Library funding grant.

Expenditure**Total Expenses are above budget by \$0.50M.**

Materials & Contract expenses has an annual budget of \$63.6M and this incorporates various expenditure types. Combined this budget line has exceeded budget by \$0.80M, primarily due to expenditure at the Shoal Bay Waste Management Facility (offset by income) and trending higher water charges in Parks & Reserves. Interest Expenses provide a YTD savings with loan offsets utilised against the variable loans.

Statement of Fund Flows

The variances are related to a mismatch in the timing of projects and budget profiles, and the reasons described above under operating statement commentary. Capital expenditure and Transfers from Reserves relates to timing of capital projects.

Cash and Investments Note A

City of Darwin has achieved 4.98% on weighted average interest rate on its end of month cash and investment portfolio of \$90.01M (excluding loan offset \$37.2M). There have been no investment policy breaches in this month.

The Investment Reports include surplus cash funds that are placed against variable loans. These funds are considered 'at call' as they can be accessed in short time frames.

Treasury Comment

The RBA met on 24 September 2024 and the Board decided to leave the cash rate on hold at 4.35% with inflation remaining above target and proving 'persistent' and ongoing strength in the labour market.

During October, the average deposit rates offered by the major banks dropped 6 -9bp in the short end compared to where they were in the month of September.

Accounts Receivable (Trade Debtors) Note B

This section considers the receipt timing of Rates collection and any general Debtors outstanding. The report also includes information on aged debtors including general debtors, infringements, and Rates arrears.

Accounts Payable (Trade Creditors) Note C

Accounts Payable owing at end of month was \$3.3M at the time of reporting. City of Darwin recognises the liability of invoices once goods are receipted as received.

June 2024 – Audited General Purpose Financial Statements

The 30 June 2024 Financial Statements Audit is in progress, any audit year-end adjustments are still being considered and processed as required. The monthly financial reports will be issued as interim until the audit is concluded.

Procurement Reporting

Under the Local Government (General) Regulations, Council is required to disclose at the next Council meeting and on the City of Darwin website:

- contract variations:
 - where a tender was not required, however the total cost exceeds \$100,000, or
 - where a contract requiring a tender is varied by 10%.
- exempt procurement greater than \$100,000

Contract Variations

There were no reportable contract variations for September 2024.

Exempt Procurement

Vendor	Supply	Cost	Applicable Exemption
Department of Infrastructure Planning and Logistics	Valuation services	\$134,720.91	Reg 39(1)(a) from the Territory, the Commonwealth, a State or another Territory
InfoTrust	Annual CrowdStrike software licence	\$173,954.20	Reg 38(1)(d) renewal of an existing licence

<u>Certification by the CEO to the Council</u> That, to the best of the CEO's knowledge, information and belief: (1) The internal controls implemented by the council are appropriate; and (2) The council's financial report best reflects the financial affairs of the council. <i>D.Saunders</i> CEO Signed 24/10/2024	
PREVIOUS COUNCIL RESOLUTION N/A	
STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Part 2 Division 7 the <i>Local Government (General) Regulations 2021</i> require that a monthly financial report is presented to Council each month setting out:</p> <ul style="list-style-type: none"> (a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and (b) the most recently adopted annual budget; and (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget. <p>Regulation 17(5) Part 2 Division 7 the <i>Local Government (General) Regulations 2021</i> require that the monthly report must be accompanied by:</p> <ul style="list-style-type: none"> (a) a certification, in writing, by the CEO to the council that, to the best of the CEO's knowledge, information and belief: <ul style="list-style-type: none"> (i) the internal controls implemented by the council are appropriate; and (ii) the council's financial report best reflects the financial affairs of the council; or (b) if the CEO cannot provide the certification – written reasons for not providing the certification. <p>The report is compliant with the requirements of the <i>Local Government Act 2019</i> and <i>Local Government (General) Regulations 2021</i>.</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<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>

	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).
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Income Statement For the Period Ended 30 September 2024	2024/25					
	Sep-24					FY
	YTD Actual		YTD Revised Budget		Variance	Revised Budget
	\$'000		\$'000		\$'000	\$'000
<u>Operating Income</u>						
Rates	19,889	52%	19,649	55%	240	78,595
Charges	2,503	7%	2,469	7%	34	9,876
Statutory Charges	1,052	3%	631	2%	421	2,539
User Fees and Charges	9,302	24%	7,199	20%	2,103	28,337
Operating Grants and Subsidies	4,332	11%	4,650	13%	(318)	6,551
Interest / Investment Income	826	2%	878	2%	(52)	3,513
Commercial & Other Income	276	1%	467	1%	(191)	2,377
Total Income	38,180		35,943		2,237	131,790
<u>Operating Expenses</u>						
Employee Expenses	10,079	27%	10,706	29%	627	42,820
Materials, Contracts & Services	18,410	50%	17,607	47%	(803)	63,625
Elected Member Allowances	164	0%	175	0%	11	800
Elected Member Expenses	0	0%	3	0%	3	12
Council Committee Allowances	2	0%	2	0%	-	10
Depreciation, Amortisation & Impairment	8,198	22%	8,131	22%	(67)	32,524
Interest Expenses	201	1%	930	2%	729	3,722
Total Expenses	37,054		37,554		500	143,514
Budgeted Operating Surplus/ (Deficit)	1,126		(1,611)		2,737	(11,724)
Capital Grants Income	381		125		256	10,804
Net Surplus/(Deficit)	1,507		(1,486)		2,993	(920)

Statement of Fund Flows Monthly Statement of Operating Position For the Period Ended 30 September 2024	2024/25			
	Sep-24			FY Revised Budget \$'000
	YTD Actual \$'000	YTD Revised Budget \$'000	Variance \$'000	
Net Operating Result from Income Statement	1,126	(1,611)	2,737	(11,724)
<u>Add Non Cash Items</u>				
Add back depreciation (not cash)	8,198	8,131	67	32,524
Add back Other Non Cash Items	0	0	0	1,402
Total Non Cash Items	8,198	8,131	67	33,926
<u>Less Additional Outflows</u>				
Repayment of borrowings & advances	1,411	1,411	0	(4,422)
Capital Expenditure	(3,271)	(15,294)	12,023	(85,739)
Total Additional Outflows	(1,860)	(13,883)	12,023	(90,161)
<u>Add Additional Inflows</u>				
Add Capital Grants	381	125	256	10,804
Sale of Infrastructure, Property, Plant & Equipment	2	126	(124)	500
Proceeds from borrowings & advances	6,000	6,000	0	6,000
Transfers from/(to) Reserves	(5,251)	1,112	(6,363)	50,655
Total Additional Inflows	1,132	7,363	(6,231)	67,959
Net Increase (-Decrease) in Funds	8,596	0	8,596	0

Statement of Financial Position
as at 30 September 2024

Statement of Financial Position as at 30 September 2024	2024/25			
	Sep-24	Note	FY	FY
	Actual \$'000		Revised Budget \$'000	Original Budget \$'000
Current Assets				
Cash at Bank & Investments	51,347	A	17,482	17,482
Cash at Bank & Investments - externally restricted	35,582	A	21,631	19,753
Cash at Bank & Investments - internally restricted	54,424	A	12,469	11,829
Trade & Other Receivables	6,583	B	15,770	15,770
Rates & Charges Receivables	64,064	B	0	0
Inventories	268		300	300
Total Current Assets	212,267		67,652	65,134
Non-Current Assets				
Infrastructure, Property, Plant and Equipment	1,253,438		1,293,686	1,293,686
Total Non Current Assets	1,253,438		1,293,686	1,293,686
Total Assets	1,465,705		1,361,337	1,358,819
Current Liabilities				
Trade Payables & Other Payables	3,025	C	21,438	21,438
Accruals	9,634		0	0
ATO & Payroll Liabilities	247	D	0	0
Rates Revenue struck (in advance)	66,161		0	0
Borrowings	11,471		4,974	4,974
Provisions	6,795		7,583	7,583
Lease Liabilities	951		979	979
Total Current Liabilities	98,285		34,974	34,974
Non-Current Liabilities				
Trade & Other Payables	10		0	0
Borrowings	50,994		46,925	46,925
Provisions	50,236		56,784	56,784
Lease Liabilities	1,460		571	571
Total Non Current Liabilities	102,700		104,280	104,280
Total Liabilities	200,985		139,252	139,252
NET ASSETS	1,264,720		1,222,085	1,219,567
Equity				
Accumulated Surplus	307,416		325,857	325,857
Asset Revaluation Reserve	867,298		862,128	862,128
Other Reserves	90,006		34,100	31,582
TOTAL EQUITY	1,264,720		1,222,085	1,219,567

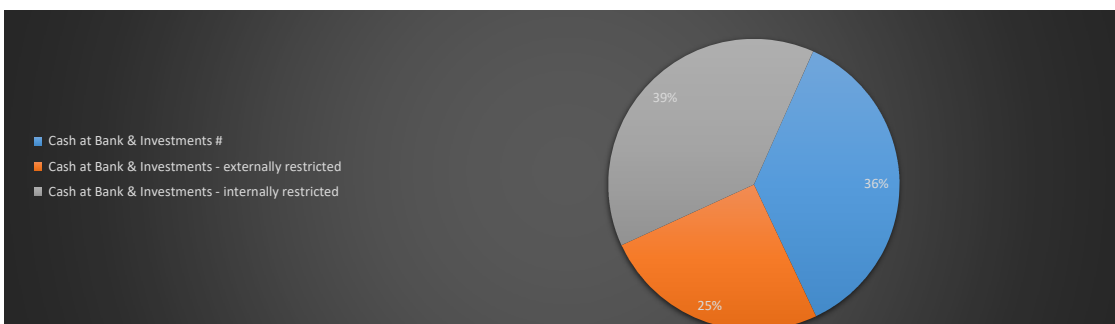
*Please note that these reports are unaudited management financial reports. Information contained in the reports were current as at the date of the reports and may not reflect any event or circumstances which occurred after the reports were completed. The 30 June 2024 Financial Statements Audit is in progress, any year-end adjustments are still being considered and processed as required. The monthly financial reports are issued as interim until the audit is concluded.

Monthly Balance Sheet Report (Notes to the Balance Sheet) as at 30 September 2024

Note A. Details of Cash and Investments Held

Investments Report attached, which provides details of treasury activities, investments as at the end of the Month. City of Darwin has achieved 3.52% on weighted average interest rate on its September 2024 cash and investment portfolio of \$139.7M (including \$37.2M Variable Loans Surplus/Offset). There have been no investment policy breaches in this month. The Investment Reports include surplus cash funds that are placed against variable loans. These funds are considered 'at call' as they can be accessed in short time frames.

Cash at Bank & Investments	\$'000
Cash at Bank & Investments #	51,347
Cash at Bank & Investments - externally restricted	35,582
Cash at Bank & Investments - internally restricted	54,424
Total Cash at Bank & Investments	141,353



Cash at Bank & Investments includes Cash on Call of \$37.5M

Note B. Statement of Trade Debtors*	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total *
Rates & Charges Debtors	\$ 59,677,702	\$0	\$0	\$4,386,135	\$64,063,837
Other Trade Receivables and Other Receivables	\$ 3,495,572	\$2,414,663	\$362,422	\$310,031	\$6,582,689
Total Trade and Other Receivables	\$ 63,173,274	\$2,414,663	\$362,422	\$4,696,166	\$ 70,646,526

Note C. Statement on Trade Creditors*	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total*
General Trade Creditors	-\$2,763,119	-\$214,064	-\$25,493	-\$22,503	-\$3,025,179
ATO & Payroll Liabilities	-\$247,057	\$0	\$0	\$0	-\$247,057
Total Trade and Other Payables	-\$3,010,176	-\$214,064	-\$25,493	-\$22,503	-\$3,272,236

Note D. Statement on Australian Tax Office (ATO) and Payroll Obligations

The Council has met its payment and reporting obligations for GST, Fringe Benefits Tax, PAYG withholding tax, superannuation, and insurance for the month September 2024.

* Please note that these reports are unaudited management financial reports. Information contained in the reports were current as at the date of the reports and may not reflect any event or circumstances which occurred after the date the reports were completed.

Table 4. Member and CEO Council Credit Card Transactions for the Month
For the Month Ended 30 September 2024

Cardholder Name: CEO

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
	-	Nil	
Total	-		

Cardholder Name: Lord Mayor

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
02-Sep-24	0.56	INTNL TRANSACTION FEE	To be charged back to Lord Mayor - mistakenly charged to CoD cc
02-Sep-24	22.35	UBER *TRIP HELP.UBER.CONH ##0924 511.40 TURKISH LIRA	To be charged back to Lord Mayor - mistakenly charged to CoD cc
02-Sep-24	0.20	INTNL TRANSACTION FEE	To be charged back to Lord Mayor - mistakenly charged to CoD cc
02-Sep-24	7.88	UBER *TRIP HELP.UBER.CONH ##0924 180.00 TURKISH LIRA	To be charged back to Lord Mayor - mistakenly charged to CoD cc
Total	30.99		

**INVESTMENTS REPORT TO COUNCIL
AS AT
30 September 2024**

Investment and Cash at Call/Offset Distribution by Term to Maturity

Term to Maturity Policy Limits

There have been no breaches in Term to Maturity Policy limits for the month of September 2024

Term to Maturity Category	% of Total Portfolio	Term to Maturity (Policy Max.)	Term to Maturity (Policy Min.)
Less than 1 Year			
Term Deposits	50%		
Business Online Saver Accounts	5%		
Floating Rate Notes	1%		
General Surplus on Variable Loans	33%		
Bonds	2%		
Less than 1 Year Total	90%	100%	30%
Greater than 1 Year less than 3 Years			
Term Deposits	0%		
Business Online Saver Accounts	0%		
Floating Rate Notes	9%		
Bonds	0%		
Greater than 1 Year less than 3 Years Total	9%	70%	0%
Greater than 3 Years			
Term Deposits	0%		
Business Online Saver Accounts	0%		
Floating Rate Notes	1%		
Bonds	0%		
Greater than 3 Years Total	1%	30%	0%
Greater than 5 Years			
Term Deposits	0%		
Business Online Saver Accounts	0%		
Floating Rate Notes	0%		
Greater than 5 Years Total	0%	10%	0%
Total	100%		

Investment Distribution by Portfolio Credit Rating

Portfolio Distribution Credit Rating Limits

There have been no breaches in Portfolio Credit Rating Limits for the month of September 2024

Credit Rating - Maximum Individual Limit	ADI	Counterparty	% of Total Portfolio	Individual Counterparty Limits of Total Investments
AA-	Commonwealth Bank of Australia Ltd	Commonwealth Bank of Australia Ltd	18%	50%
	National Australia Bank Ltd	National Australia Bank Ltd	27%	50%
	Westpac Banking Corporation Ltd	Westpac Banking Corporation Ltd	28%	50%
	ANZ Banking Group Ltd	ANZ Banking Group Ltd	1%	50%
	Northern Territory Treasury Corporation	Northern Territory Treasury Corporation	2%	50%
A+	Macquarie Bank	Macquarie Bank	1%	30%
AA-	Suncorp Metway Limited	Suncorp Bank	6%	30%
A-	Bank of Queensland Ltd	Bank of Queensland Ltd	6%	30%
BBB+	Bank Australia Limited	Bank Australia Limited	2%	10%
	Bendigo & Adelaide Bank Ltd	Bendigo & Adelaide Bank Ltd	3%	10%
	Members Banking Group Limited t/as RACQ Bank	Members Banking Group Limited t/as RACQ Bank	1%	10%
BBB	Great Southern Bank	Great Southern Bank	3%	10%
	Maitland Mutual Bank Ltd	Maitland Mutual Bank Ltd	1%	10%
	Heritage and People's Choice Limited	Heritage and People's Choice Limited	1%	10%
Grand Total			100%	
Credit Rating - Maximum Portfolio Limit			% of Total	Policy Limit
AAA to AA-			81%	100%
A+ to A-			1%	45%
BBB+ to BBB			18%	30%
BBB-			0%	0%
Total			100%	

**INVESTMENT AND CASH AT CALL/OFFSET REPORT TO COUNCIL
AS AT
30 September 2024**

Instrument	Institution Category	Counterparty	Maturity Date	Interest Rate	Credit Rating (LT)	Credit Rating (ST)	Inv Type	FRN ONLY (Maturity Date - last pmt)	Principal \$	% Portfolio
INVESTMENT	MAJOR BANK	ANZ Banking Group Ltd	25 December 2024	5.40%	AA-	A1+	FRN	31 March 2028	\$500,000	0.39%
		ANZ Banking Group Ltd Total							\$500,000	0.39%
		Commonwealth Bank of Australia Ltd	12 November 2024	5.43%	AA-	A1+	TD		\$3,000,000	2.36%
			12 October 2024	5.35%	AA-	A1+	FRN	13 January 2026	\$2,000,000	1.57%
			16 November 2024	5.18%	AA-	A1+	FRN	18 August 2025	\$1,000,000	0.79%
			16 February 2025	4.24%	AA-	A1+	FRN	18 August 2025	\$1,000,000	0.79%
			30 September 2024	4.35%	AA-	A1+	BOS		\$5,571,032	4.38%
		Commonwealth Bank of Australia Ltd Total							\$12,571,032	9.87%
		National Australia Bank Ltd	19 November 2024	5.21%	AA-	A1+	TD		\$2,000,000	1.57%
			21 January 2025	5.30%	AA-	A1+	TD		\$1,000,000	0.79%
			17 June 2025	5.10%	AA-	A1+	TD		\$3,000,000	2.36%
			6 May 2025	5.00%	AA-	A1+	TD		\$3,000,000	2.36%
			27 May 2025	4.99%	AA-	A1+	TD		\$2,000,000	1.57%
			18 March 2025	5.00%	AA-	A1+	TD		\$3,141,155	2.47%
			11 March 2025	5.00%	AA-	A1+	TD		\$2,066,879	1.62%
			23 September 2025	4.90%	AA-	A1+	TD		\$2,000,000	1.57%
			29 April 2025	5.00%	AA-	A1+	TD		\$2,000,000	1.57%
		National Australia Bank Ltd Total							\$20,208,034	15.87%
		Suncorp Bank	19 November 2024	5.19%	AA-	A1+	TD		\$2,000,000	1.57%
			19 November 2024	5.49%	AA-	A1+	TD		\$3,000,000	2.36%
			18 October 2024	5.33%	AA-	A1+	FRN	17 October 2025	\$1,000,000	0.79%
			1 April 2025	5.00%	AA-	A1+	TD		\$2,000,000	1.57%
		Suncorp Bank Total							\$8,000,000	6.28%
		Westpac Banking Corporation Ltd	3 December 2024	1.62%	AA-	A1+	TD		\$2,000,000	1.57%
			22 October 2024	5.19%	AA-	A1+	TD		\$3,000,000	2.36%
			12 November 2024	5.42%	AA-	A1+	TD		\$3,000,000	2.36%
			19 November 2024	5.04%	AA-	A1+	TD		\$3,000,000	2.36%
			28 January 2025	5.11%	AA-	A1+	TD		\$3,000,000	2.36%
			22 April 2025	5.11%	AA-	A1+	TD		\$2,000,000	1.57%
			13 May 2025	5.40%	AA-	A1+	TD		\$3,000,000	2.36%
			20 May 2025	5.34%	AA-	A1+	TD		\$2,000,000	1.57%
			23 September 2025	4.80%	AA-	A1+	TD		\$2,194,654	1.72%
		Westpac Banking Corporation Ltd Total							\$23,194,654	18.22%
		Northern Territory Treasury Corporation (NTTC)	15 December 2024	1.30%	AA-	A1+	BOND		\$2,000,000	1.57%
		Northern Territory Treasury Corporation (NTTC) Total							\$2,000,000	1.57%
	OTHER	Bank of Queensland Ltd	10 December 2024	5.15%	A-	A2	TD		\$4,000,000	3.14%
			23 October 2024	5.10%	A-	A2	TD		\$3,000,000	2.36%
		Bank of Queensland Ltd Total							\$7,000,000	5.50%
		Bendigo & Adelaide Bank Ltd	25 March 2025	5.02%	A-	A-	TD		\$4,000,000	3.14%
		Bendigo & Adelaide Bank Ltd Total							\$4,000,000	3.14%
		Macquarie Bank	10 November 2024	5.26%	A+	A1	FRN	12 February 2025	\$1,000,000	0.79%
		Macquarie Bank Total							\$1,000,000	0.79%
		Bank Australia Limited	24 November 2024	5.94%	BBB+	A2	FRN	24 November 2025	\$2,000,000	1.57%
		Bank Australia Limited Total							\$2,000,000	1.57%
		Members Banking Group Limited t/as RACQ Bank	24 November 2024	5.84%	BBB+	A2	FRN	24 February 2026	\$1,600,000	1.26%
		Members Banking Group Limited t/as RACQ Bank Total							\$1,600,000	1.26%
		Great Southern Bank	8 April 2025	5.20%	BBB	A2	TD		\$4,000,000	3.14%
		Great Southern Bank Total							\$4,000,000	3.14%
		Maitland Mutual Bank Ltd	10 November 2024	6.04%	BBB	A2	FRN	10 May 2027	\$2,000,000	1.57%
		Maitland Mutual Bank Ltd Total							\$2,000,000	1.57%
		Heritage and People's Choice Limited	21 January 2025	5.00%	BBB	A2	TD		\$2,000,000	1.57%
		Heritage and People's Choice Limited Total							\$2,000,000	1.57%
		OTHER Total							\$23,600,000	18.54%
		INVESTMENT Total							\$90,873,721	70.75%
VARIABLE LOAN SURPLUS	MAJOR BANK	Commonwealth Bank of Australia Ltd	30 September 2024	0.00%	AA-	A1+	General Surplus - t		\$10,000,000	7.86%
		Commonwealth Bank of Australia Ltd Total							\$10,000,000	7.86%
		National Australia Bank Ltd	30 September 2024	0.00%	AA-	A1+	General Surplus - t		\$14,740,000	11.58%
		National Australia Bank Ltd Total							\$14,740,000	11.58%
		Westpac Banking Corporation Ltd	30 September 2024	0.00%	AA-	A1+	General Surplus - i		\$12,490,819	9.81%
		Westpac Banking Corporation Ltd Total							\$12,490,819	9.81%
	MAJOR BANK Total								\$37,230,819	29.25%
VARIABLE LOAN SURPLUS Total									\$37,230,819	29.25%
N.B.										
*INV TYPE - FRN = interest rate is the 'Coupon Margin' established on issue date, this plus 3M BBSW provides the yield for the current coupon period.										
*MATURITY DATE - FRN = the interest coupon payment date not actual FRN maturity date (paid every 91 days).										
									CBA General Bank Funds	\$11,654,298
									NAB General Bank Funds	\$242,288
									WBC General Bank Funds	\$15,202
									Total Funds	\$139,716,329
									Less Variable Loans Offset (Cash on Call)	-\$37,230,819
									Total Investment & Cash (less offset)	\$102,485,509
									Total Budgeted Investment Earnings	\$2,464,000
									Year to Date Investment Earnings	\$708,010
									Weighted Ave Rate	3.52%
									Weighted Ave Rate (excluding Cash on Call)	4.98%
									BBSW 90 Day Rate	4.42%
									Bloomberg AusBond (Bank Bill Index)	
									Trust Bank Account	\$456,989

Capital Expenditure For The Period Ended 30 September 2024	2024/25			
	YTD Actuals	YTD Revised Budget	YTD Variance	FY Revised Budget Current Financial Year Budget
	\$	\$	\$	\$
TOTAL CAPITAL EXPENDITURE BY ASSET CLASS:				
Capital Work In Progress				
Land - Under Roads	0	0	0	0
Land and Buildings:				
Land and Improvements	0	0	0	0
Buildings	363,872	10,285,682	9,921,810	41,697,049
Infrastructure:				
Stormwater Drainage	200,659	589,408	388,749	2,156,908
Transport	934,839	1,347,387	412,548	7,051,613
Pathways	202,446	561,123	358,677	2,244,500
Public Lighting	160,471	281,555	121,084	5,880,621
Waste Management Infrastructure	137,208	228,750	91,542	6,954,699
Waste Remediation	0	0	0	0
Right Of Use Assets (Leases):				
Leased Land and Buildings	0	0	0	0
Other Leased Assets	0	0	0	0
Plant & Equipment, including Fleet	820,533	901,059	80,526	11,618,610
Parks & Reserves Infrastructure	442,165	1,099,427	657,262	7,559,408
Other Assets	9,200	0	(9,200)	574,667
TOTAL CAPITAL EXPENDITURE	3,271,393	15,294,391	12,022,998	85,738,075
TOTAL CAPITAL EXPENDITURE FUNDED BY*:				
Operating Income	1,296,200	3,210,130	1,913,930	14,722,399
Capital Grants	599,695	200,000	(399,695)	10,803,944
Transfer from Reserves	1,238,290	11,655,511	10,417,221	54,480,024
Borrowings	137,208	228,750	91,542	5,731,708
TOTAL CAPITAL EXPENDITURE FUNDING	3,271,393	15,294,391	12,022,998	85,738,075

*YTD Funding of expenditure is assumed to be consumed in line with YTD Capital Expenditure

**Report on Planned Major Capital Works
For The Period Ended 30 September 2024**

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings	Civic Centre & Car Park Upgrade	591,590	276,139	867,730	14,600,000	13,732,270	TBA
Buildings	Civic Centre Car Park/CBD Parking Additional Spaces	0	0	0	30,000,000	30,000,000	TBA
Waste Management Infrastructure	Shoal Bay - Stage 2 Expansion	268,292	138,912	407,204	12,000,000	11,592,796	31/03/2026
TOTAL		859,883	415,051	1,274,934	56,600,000	55,325,066	

15.2 QUARTERLY PERFORMANCE REPORT - JULY TO SEPTEMBER 2024 (Q1)

Author: Corporate Planning & Reporting Officer
Acting Executive Manager Corporate and Customer Services

Authoriser: General Manager Corporate

Attachments: 1. **Municipal Plan Action Summary - 2024/25 - Q1** [↓](#)
2. **Strategic Plan Action Summary - 2024/25 - Q1** [↓](#)

RECOMMENDATIONS

THAT the report entitled Quarterly Performance Report - July to September 2024 (Q1) be received and noted.

PURPOSE

The purpose of this report is to proactively inform Council and the community on the performance against adopted strategies and plans.

KEY ISSUES

- The *Darwin 2030 – City for People. City of Colour. Strategic Plan* sets the direction for all strategic plans for the City of Darwin.
- Quarterly performance reports track progress in delivering on the Strategic and Municipal Plan and is utilised to inform the Annual Report each year.

DISCUSSION

City of Darwin has been implementing its strategic planning and performance reporting framework since the adoption of the *Darwin 2030 – City for People. City of Colour. Strategic Plan* in July 2019. The below provides 2024/25 Quarter 1 highlights against the Strategic and Municipal Plan.

Quarter 1 Highlights – Strategic Plan:

There are 31 actions within the Strategic Plan, 30 are on track, and one is not yet due. See **Attachment 1** for full details of City of Darwin's Q1 performance against the Strategic Plan.

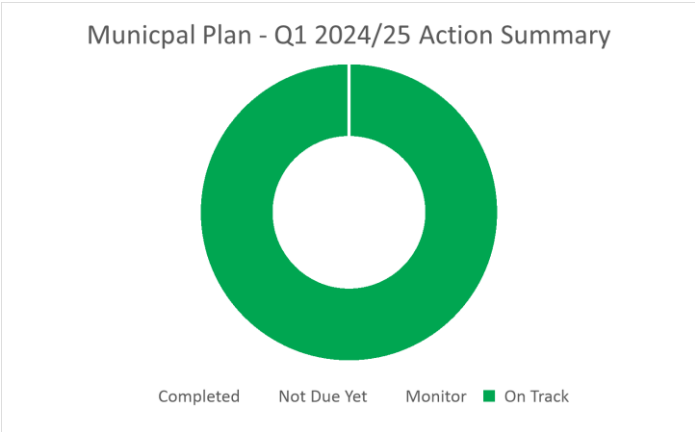


Highlights from this quarter include:

- finalisation of the commercial lease for the Casuarina Aquatic Leisure Centre gym
- continuation of the Darwin City Deal with the streetscaping of Chapel Lane and Smith Street
- expansion of landfill gas generation with new wells for gas extraction at Shoal Bay
- several projects underway after the adoption of the Economic Development Plan 2024-2026
- 178 event permits granted last quarter.

Quarter 1 Highlights – Municipal Plan:

Within the 2024/25 Municipal Plan there are 47 actions, including 8 actions which fall under the Governance Framework, located at **Attachment 2**. All 47 actions are on track.



Highlights from this quarter include:

- milestones towards the redevelopment of the Civic Centre is underway
- the animal management schedule has been completed
- sessions at the Shoal Bay Education Centre have commenced
- implementation of the Sister Cities Plan 2024-2026 underway
- construction commenced at Bundilla Beach.

Of the 6 actions carried forward for the Municipal Plan 2023/24, 4 have been completed and 2 remain on track. The 4 completed actions are:

- Maintenance of the Strategic Planning Framework for optimised reporting
- 2023/24 Better Suburbs and Enhancement Projects
- 2023/24 Capital Works Program
- Making Mindil Safe project has been marked as completed in 2023/24 as it is being reported against in the current year.

Actions which remain ongoing and on track include stage seven design at Shoal Bay Waste Management Facility and the development of the next Access Strategy.

PREVIOUS COUNCIL RESOLUTION

Not applicable. Each quarterly report is considered on its own merit.

**STRATEGIC PLAN
ALIGNMENT**

6 Governance Framework
6.4 Accountability

BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	<p>Budget/Funding: Nil</p> <p>Is Funding identified: Nil</p> <p>Corporate Services Hub is responsible for coordinating the City of Darwin Performance Reporting.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <p><i>Local Government Act 2019</i></p> <p>Section 34 – Contents of municipal, regional or shire plan</p> <p>(1)(d) Municipal Plan must define indicators for judging the standard of the Council's performance</p> <p>Policy:</p> <p>Darwin 2030 – <i>City for People. City of Colour.</i> Strategic Plan, Integrated Planning and Reporting Framework.</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	<p>Engagement Level: Inform</p> <p>Internal:</p> <p>The Actions contained within the Strategic Plan and 2024/25 Municipal Plan have been reviewed and Quarter 1 (Q1) updates are provided by responsible Executive Managers and Managers.</p> <p>Hub General Managers approve performance and status updates for responsible actions as part of this reporting framework.</p> <p>External:</p> <p>Quarterly Performance Report: July – September (Q1) will inform the City of Darwin 2024/25</p> <p>Annual Report and reporting is part of the open session of Council, so public at the time meeting agendas are issued for an Ordinary Meeting.</p>
DECLARATION OF INTEREST	<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>

MUNICIPAL PLAN 2024/25 ACTION SUMMARY							
Strategic Direction (SD)	Target	Action	Responsible Executive Manager (EM)	Progress Comment	Action Status	Start Date	End Date
Target: By 2030, a number of strategic infrastructure projects will be developed and delivered							
SD1	TAR1	Deliver the 2024/25 Capital Works Program	Infrastructure	2024/25 Q1 - Overall program remains on track for Q1 with several projects underway, including procurement activities for road reseal and playground renewals. Carry forward projects have been identified and are continuing.	On track	1/07/2024	30/06/2025
SD1	TAR1	Deliver the 2024/25 Better Suburbs and Enhancement Projects	Infrastructure	2024/25 Q1 - Program is on track with project documentation and delivery in various stages of completion with all projects having been identified and signed off by Councillors.	On track	1/07/2024	30/06/2025
SD1	TAR1	Continue asset condition assessments for Council's stormwater infrastructure	Infrastructure	2024/25 Q1 - The action is on track and the milestones for this quarter have been completed. The stormwater CCTV and cleaning contract has been finalised and the program of works has been developed.	On track	1/07/2024	30/06/2025
SD1	TAR1	Deliver the 2024/25 milestones for the Civic Centre redevelopment project	Infrastructure	2024/25 Q1 - Milestones towards the Civic Centre redevelopment project remain ongoing.	On track	1/07/2024	30/06/2025
SD1	TAR1	Commence the 2024/25 components of the Smith Street Streetscaping project	Infrastructure	2024/25 Q1 - The detailed design phase has been approved and 50% of the design review is underway.	On track	1/07/2024	30/06/2025
SD1	TAR1	Complete a wayfinding and interpretative signs audit	Growth & Development	2024/25 Q1 - Consultant has been engaged to deliver an audit with 30% completed to date. Expected completion before the end of 2024.	On track	1/07/2024	30/06/2025
SD1	TAR1	Deliver asset management plans for asset categories pathways and transport	Infrastructure	2024/25 Q1 - The procurement of data collection contract completed.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be a safer place to live and visit							
SD2	TAR1	Deliver the 2024/25 animal management program and services	Regulatory Services	2024/25 Q1 - This is an ongoing commitment. The schedule has been completed and aligns with the budget available.	On track	1/07/2024	30/06/2025
SD2	TAR1	Deliver the Making Mindil Safe Project - Stage 2 lighting	Technical Services	2024/25 Q1 - Stage 2A works have commenced and Stage 2B lighting is currently being designed. The procurement for the implementation of the Stage 2B works is expected to be undertaken next quarter.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be increasingly recognised as a liveable city							
SD2	TAR2	Complete Stage 1 of the Bundilla Beach Revitalisation project	Infrastructure	2024/25 Q1 - Contract was awarded for construction, and the contractor took possession of the site on 30 September 2024.	On track	1/07/2024	30/06/2025
SD2	TAR2	Complete the Chapel Lane Revitalisation project	Infrastructure	2024/25 Q1 - The construction contract was awarded and the pre-construction documentation is under review.	On track	1/07/2024	30/06/2025
SD2	TAR2	Finalise the design for a regional playground in the Waters Ward	Infrastructure	2024/25 Q1 - Community engagement is underway to inform the functional design brief.	On track	1/07/2024	30/06/2025
SD2	TAR2	Deliver a new footbridge at Jingili Water Gardens	Infrastructure	2024/25 Q1 - Detailed design has been approved with 90% of the design review complete.	On track	1/07/2024	30/06/2025
SD2	TAR2	Deliver the 2024/25 Movement Strategy annual actions	Growth & Development	2024/25 Q1 - The Active Paths and Open Streets project, in partnership with Bicycle Network was completed in August. There was a high level of engagement from Nightcliff and Karama primary schools for the open streets activities held to promote the program and safe routes to school maps	On track	1/07/2024	30/06/2025

SD2	TAR2	Develop a Place and Liveability Plan	Growth & Development	2024/25 Q1 - The Place and Liveability Plan development is well underway with the first stage of community consultation completed receiving 1,200 responses from Darwin residents. The survey responses have informed the next stage of the project with pilot installations planned in two suburbs in Darwin.	On track	1/07/2024	30/06/2025
SD2	TAR2	Participate in City Deal initiatives, including the State Square and Civic Precinct Redevelopment	Growth & Development	2024/25 Q1 - No meetings were held for State Square projects this quarter due to Northern Territory elections. Providing some micromobility count data to NTG for movement planning.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be recognised as a clean and environmentally responsible city							
SD3	TAR1	Deliver the 2024/25 Greening Darwin Strategy annual funded actions	Operations	2024/25 Q1 - This action is on track with 295 street and park trees planted. As part of the native plant giveaway program 6,732 plants have been delivered to the community.	On track	1/07/2024	30/06/2025
SD3	TAR1	Deliver the Stage 2 Inert Cell Expansion at Shoal Bay Waste Management Facility	Infrastructure	2024/25 Q1 - The detailed design is 90% completed and the independent environmental auditor's report along with the NTEPA EPL submissions are drafted.	On track	1/07/2024	30/06/2025
SD3	TAR1	Deliver the 2024/25 Climate Strategy annual funded programs	Environment	2024/25 Q1 - City of Darwin's comprehensive organisational emissions profile for 2022/23 financial year has been completed in accordance with Green House Gas (GHG) protocol requirements. A dashboard displaying City of Darwin's organisational emissions is being developed to provide emissions data and trends to stakeholders.	On track	1/07/2024	30/06/2025
SD3	TAR1	Deliver the 2024/25 Waste Management and Resource Recovery annual funded program	Waste	2024/25 Q1 - Commenced education sessions at the newly upgraded Shoal Bay Education Centre, delivered Shoal Bay's first ever community open day and introduced further battery recycling opportunities at Shoal Bay.	On track	1/07/2024	30/06/2025
SD3	TAR1	Partner with City Deal Partners to deliver the Heat Mitigation and Adaption Strategy and Urban Living priorities	Environment	2024/25 Q1 - Working with CSIRO and the Darwin Living Lab to undertake monitoring of shading, cooling and active transport outcomes for the Smith St redevelopment. A virtual twin prototype of Darwin has been developed to start to test scenarios and where the best locations would be for tree planting across the municipality based on heat and movement needs.	On track	1/07/2024	30/06/2025
SD3	TAR1	Deliver a composting facility at Shoal Bay Waste Management Facility	Waste	2024/25 Q1 - Composting has been further assessed this period through an open tender process for compost solutions and is nearing finalisation.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be recognised globally as a smart city							
SD4	TAR1	Deliver 2024/25 outcomes from the ICT Roadmap including design for a customer relationship management system, and a learning management system	Project Management Office	2024/25 Q1 - LMS is nearing finalisation ahead of delivery to the organisation and business process mapping continues along with progress towards CRM.	On track	1/07/2024	30/06/2025
SD4	TAR1	Deliver 2024/25 components of the Smart City Initiatives	Records & Digital Innovation	2024/25 Q1 - Smart City and Data Policy approved by Council. Installation of People Counting solution at Casuarina Aquatic and Leisure Centre successfully completed. Public Wi-Fi roll-out completed for Civic Park, Smith Street Mall and Anula Park.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will have attracted and retained more residents and will offer sustainable investment opportunities							
SD4	TAR2	Promote Darwin as a great destination to live, work, study, visit and invest through various channels	Growth & Development	2024/25 Q1 - Published two posts on Discover Darwin LinkedIn promoting Darwin to prospective students, international audiences, and businesses. A total 85,035 impressions were achieved from March – September 2024 with online visitors from Australia and across the globe. Added a journey planner QR code to the Cruise Ship Passport.	On track	1/07/2024	30/06/2025

SD4	TAR2	Deliver an International Relations Program	Growth & Development	2024/25 Q1 - The Darwin Kalyimnos Scholarship Program was completed with six Kalyimnos students awarded the scholarship in July 2024. The 2024 Darwin Sister City Award – Visual Photography Competition was successfully delivered with 10 winners selected from Darwin, Haikou and Dili. A new Sister Cities Action Plan 2024-26 has been finalised.	On track	1/07/2024	30/06/2025
SD4	TAR2	Deliver the Economic Development Action Plan 2024-2026	Growth & Development	2024/25 Q1 - Finalised a 2024-2026 Economic Development Action Plan and delivered a Leasing and Licencing Policy, Commercial Outdoor Activities Guidelines and sponsored October Business month.	On track	1/07/2024	30/06/2025
SD4	TAR2	Develop a Sister Cities Action Plan 2024-2026	Growth & Development	2024/25 Q1 - Sister Cities Action Plan 2024-2026 has been developed and adopted by Council to begin implementing with the Committees.	On track	1/07/2024	30/06/2025
SD4	TAR2	Develop an Investment Prospectus	Growth & Development	2024/25 Q1 - The Investment Prospectus has been finalised, with the first round of hard copy prints made available in time for a recent delegation visit from Haikou, China.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be recognised as an iconic destination							
SD5	TAR1	Develop a Darwin Place Brand	Growth & Development	2024/25 Q1 - The Darwin place brand project has commenced with workshops and focus group sessions with key stakeholders. Interviews with Darwin residents have occurred, and the initial emerging findings were reported to help shape a shared understanding and place brand.	On track	1/07/2024	30/06/2025
SD5	TAR1	Deliver a City of Darwin annual events program and events management, including partnering with NTG to deliver the Christmas Pageant	Growth & Development	2024/25 Q1 - The VIP launch and community opening of the Casuarina Aquatic and Leisure Centre was successful delivered in July. City of Darwin held a stall at the Royal Darwin Show with over 700 people engaging with officers to gather feedback around the place and liveability plan and other key City of Darwin projects.	On track	1/07/2024	30/06/2025
Target: By 2030, Darwin will be a more connected community and have pride in our cultural identity							
SD5	TAR2	Deliver the 2024/25 Community Grants Program to support and enable community events and programs including those celebrating culture, arts and diversity	Community & Cultural Services	2024/25 Q1 - Community Grants round closed and assessment of applications currently underway for 2025 activity.	On track	1/07/2024	30/06/2025
SD5	TAR2	Deliver the 2024/25 Youth Strategy annual actions	Community & Cultural Services	2024/25 Q1 - Actions defined in youth co-design workshop underway, including the completion of young artists mindfulness colouring book and school holiday programming.	On track	1/07/2024	30/06/2025
SD5	TAR2	Deliver a Cyclone Tracy Monument	Infrastructure	2024/25 Q1 - Construction at Bundilla Beach commenced on 30 September 2024, and program monitoring will continue to ensure the monument is delivered on schedule.	On track	1/07/2024	30/06/2025
SD5	TAR2	Deliver the Cyclone Tracy commemoration program	Growth & Development	2024/25 Q1 - The Cyclone Tracy 50th Anniversary Commemoration Program is underway with a few of the grant recipients already delivering projects. A Cyclone Tracy website has been launched and promotion is commencing in October. The Cyclone Tracy Commemoration Trail development has commenced, and the interpretative signs have been designed to be installed in 12 locations across Darwin.	On track	1/07/2024	30/06/2025
SD5	TAR2	Complete a Heritage Audit of City of Darwin assets, including an assessment on best use of public assets	Growth & Development	2024/25 Q1 - A Project Brief was developed for development of a Public Art and Heritage Register. The indicative timing for project commencement is November 2024.	On track	1/07/2024	30/06/2025

SD5	TAR2	Deliver the 2024/25 communications, media and marketing program	Marketing & Communications	2024/25 Q1 - Development and implementation of marketing, communications and engagement plans as part of City of Darwin's marketing, communications and engagement programs, including: Waters Ward Multigenerational Recreation Space engagement process, Greater Darwin brand, Place and Liveability Plan, Access and Inclusion Strategy, Christmas pageant, Civic Centre redevelopment, Leasing/Licensing Policy.	On track	1/07/2024	30/06/2025
SD5	TAR2	Increase City of Darwin workforce and Elected Members presence at Reconciliation and NAIDOC Week events, publicly demonstrating our joint commitment to Reconciliation and the celebration of First Nations people.	Community & Cultural Services	2024/25 Q1 - Increased attendance and participation in NAIDOC and Reconciliation Week activities across staff and Elected Members. City of Darwin held a stall at a NAIDOC event for the first time, and a new grant program for Reconciliation and NAIDOC week activity were approved.	On track	1/07/2024	30/06/2025
SD5	TAR2	City of Darwin will work in partnership with Larrakia representative organisations and First Nations providers to create opportunities for our workforce and Elected Members to engage in training, education and awareness of Larrakia and First Nations history and culture.	Community & Cultural Services	2024/25 Q1 - Online First Nations and reconciliation training being developed for roll out on new learning management system in late 2024.	On track	1/07/2024	30/06/2025
Target: Vision and Culture							
SD1	TAR1	Proactive risk management in supporting operations and project delivery	Corporate & Customer	2024/25 Q1 - Support for mature and engaged risk management remains ongoing.	On track	1/07/2024	30/06/2025
Target: Roles and Relationships							
SD1	TAR1	Provide Operating Subsidies and Sponsorships in line with City of Darwin's Funding Guidelines	Growth & Development	was awarded in Q4 2023/24 with funding released early in the 2024/25 financial year. Total of funding of \$709K has been made available.	On track	1/07/2024	30/06/2025
SD1	TAR1	Establish and maintain productive and positive relationships with Larrakia Nation, First Nations and Government Stakeholders to work in collaboration to improve public amenity	Community & Cultural Services	2024/25 Q1 - Assertive Outreach continue to work with stakeholders across the community to improve public safety including joint patrols, remote community visitor programs and other initiatives.	On track	1/07/2024	30/06/2025
SD1	TAR1	Advocate Council's position at National and Local Levels for the benefit of the Darwin community	Secretariat	2024/25 Q1 - City of Darwin hosted CCCLM in July 2024 and continues to advocate for Darwin at all levels.	On track	1/07/2024	30/06/2025
Target: Decision Making and Management							
SD1	TAR1	Implement City of Darwin's Privacy Management Framework and annual actions	Corporate & Customer	2024/25 Q1 - Ongoing review of privacy assessments on an as-needs basis continues. Privacy training remains mandatory for all new employees.	On track	1/07/2024	30/06/2025
Target: Accountability							
SD1	TAR1	Deliver unqualified 2023/24 City of Darwin Audited Financial Statements	Finance	2024/25 Q1 - Draft Annual Financial Statements completed and with external audit for final review.	On track	1/07/2024	30/06/2025
SD1	TAR1	Deliver the 2023/24 Annual Report	Corporate & Customer	2024/25 Q1 - Preparations for the annual report are well underway, with progress on track for delivery within scheduled timeframe.	On track	1/07/2024	30/06/2025
SD1	TAR1	Deliver the 2024/25 Internal Audit Program	Corporate & Customer	2024/25 Q1 - Draft internal audit plan to be presented to RMAC in October 2024 for support and delivery in 2024/25.	On track	1/07/2024	30/06/2025

STRATEGIC PLAN 2024/25 ACTION SUMMARY							
Strategic Direction (SD)	Target	Action	Responsible Executive Manager (EM)	Progress Comment	Action Status	Original Start Date	Expected End Date
Target: By 2030, a number of strategic infrastructure projects will be developed and delivered							
SD1	TAR1	Develop a Priority Infrastructure Plan	EM - Technical Services	2024/25 Q1 - The Strategic and Priority Projects Plan 2030 has been adopted by Council and is being used to target external funding opportunities.	On Track	1/07/20	30/06/28
SD1	TAR1	Implement City of Darwin's Asset Management Framework	EM - Infrastructure	2024/25 Q1 - Program is on track with completion of the transport asset assessment and procurement for data collection activities completed. The buildings asset management plan has been revised and drafted. Project plan for Assetic maintenance module has been developed for buildings, fleet, playgrounds and parks, transport and pathways.	On Track	1/07/20	30/06/27
SD1	TAR1	Increase utilisation of the City of Darwin's land and community assets	EM - Growth and Development Services	2024/25 Q1 - A lease has been finalised with a commercial tenant for a Casuarina Aquatic and Leisure Centre gym. New Commercial Outdoor Activities Policy and supporting guidelines were completed ready to be uploaded to the website.	On Track	1/07/20	30/06/30
Target: By 2030, Darwin will be a safer place to live and visit							
SD2	TAR1	Work with key partners to improve safety in the municipality through the further development of City of Darwin's CCTV network and smart city technology	GM Innovation	2024/25 Q1 - We continued to work with NT Police on projects that involve public safety and public CCTV requirements. We are currently negotiating with NT Police on management of CCTV in the city centre.	On Track	1/07/2020	30/06/2025
SD2	TAR1	Implement City of Darwin Business Continuity Plans to enable appropriate responses to disaster and man-made events that could impact on the safety of the community, Council staff and Council assets	EM - Corporate and Customer Service	2024/25 Q1 - Preparation of business continuity plans remains ongoing.	On Track	1/07/2020	31/12/2023
Target: By 2030, Darwin will be increasingly recognised as a liveable city							
SD2	TAR2	Partner with the Australian Government and Territory Government to deliver on the Darwin City Deal	Office of the Lord Mayor and CEO	2024/25 Q1 - City of Darwin continues to work with partners to deliver City Deal projects including Chapel Lane, and Smith Street streetscaping.	On Track	1/07/2020	30/06/2025
SD2	TAR2	Promote Darwin as a more attractive place to live and work	EM - Growth and Development Services	2024/25 Q1 - Continuing to promote Darwin through international visits and delegations with several international delegations over the past quarter from China, Italy and Indonesia. Promoting Darwin through Discover Darwin LinkedIn, email updates and website.	On Track	1/07/2020	30/06/2030
SD2	TAR2	Work with the NT Government on a long term plan for Council to take on an increased role in planning decisions within the municipality	EM - Growth and Development Services	2024/25 Q1 - Met with the NTG around Movement Strategy actions and collaborated in delivering City of Darwin's Open Street event, featuring NTG's road safety outreach team.	On Track	1/07/2020	30/06/2030
SD2	TAR2	Increase utilisation of Darwin's beaches and foreshores	EM - Growth and Development Services	2024/25 Q1 - Additional commercial activities have been added to the offer at the Mindil Beach Market. The Street Food Program has been a great success this quarter with permits reflecting desire for available alternative sites.	On Track	1/07/2020	30/06/2030
SD2	TAR2	Develop a Social Infrastructure Plan that outlines Council facilities and services that meet the long term social needs of the city	EM - Growth and Development Services	2024/25 Q1 - Completed initial engagement with the community for the Place and Liveability Plan project. Testing and collecting more information about appropriate pilot installations, planned to be delivered in the next quarter.	On Track	1/07/2020	30/06/2025
Target: By 2030, Darwin will be recognised as a clean and environmentally responsible city							
SD3	TAR1	Council will have zero net emissions from operations by 2030	EM - Environment, Climate and Waste Services	2024/25 Q1 - City of Darwin's comprehensive organisational emissions profile for 2022/23 financial year has been completed in accordance with Green House Gas (GHG) protocol requirements. A dashboard displaying City of Darwin's organisational emissions is being developed to provide emissions data and trends to stakeholders.	On Track	1/07/2020	30/06/2030

SD3	TAR1	Deliver projects that will cool the Darwin City Centre	EM - Environment, Climate and Waste Services	2024/25 Q1 - Two draft concept designs for the Smith Street revitalisation project were presented to the community. A majority of survey respondents preferred option 2, including more trees and shading, which is now progressing through the design stage.	On Track	1/07/2020	30/06/2030
SD3	TAR1	Ensure Council open spaces contribute to the city's biodiversity	EM - Environment, Climate and Waste Services	2024/25 Q1 - Ongoing cane toad management activities at East Point Reserve and Jingili Water Gardens. Consultation on the draft Public Tree Policy and Public Tree Procedure has been undertaken with Elected Members and the Tree Advisory Committee. The Tree Advisory Committee finalised their tree attribute list for City of Darwin's preferred trees, which include climate resilience, shade density, and biodiversity value.	On Track	1/07/2020	30/06/2030
SD3	TAR1	Contribute to Northern Territory Government's 50% renewable energy target by 2030	EM - Environment, Climate and Waste Services	2024/25 Q1 - Landfill gas generation at Shoal Bay Waste Management Facility has expanded with the installation of new wells for gas extraction. Continuation of COOLmob Sustainable Living Program is confirmed for 2024/25, continuing to support residents to save energy in their homes and also expanding to include businesses and schools.	On Track	1/07/2020	30/06/2030
SD3	TAR1	Facilitate forums for environmental service providers to share information and develop relationships within the sector and with other industries	EM - Environment, Climate and Waste Services	2024/25 Q1 - A Shoal Bay Open Day was held with industry partners to educate the community. Engagement with Institute of Public Works Engineering Australasia through Shoal Bay tours and conference presentation.	On Track	1/07/2020	30/06/2030
Target: By 2030, Darwin will be recognised globally as a smart city							
SD4	TAR1	Implement and evolve the #SmartDarwin and its pillars by 2030	GM Innovation	2024/25 Q1 - Smart City and Data Policies have been adopted by Council. Progress on Smart City Toolkit, Innovation Toolkit, Data Governance and Data Insights Portal.	On Track	1/07/2020	30/06/2026
SD4	TAR1	Lead innovation for the city and facilitate relevant activities to support these initiatives	GM Innovation	2024/25 Q1 - Place and Liveability Pilot Installations being completed in November. Developing a Greater Darwin brand story with key stakeholders. Virtual Twin prototype completed and being tested.	On Track	1/07/2020	30/06/2030
SD4	TAR1	Support the development of business centres that foster industry engagement, collaboration and innovation across all markets	EM - Growth and Development Services	2024/25 Q1 - Planning and procurement complete for a capacity building event to train businesses in how to submit grant applications, sponsorship requests and EOIs during October Business Month.	On Track	1/07/2020	30/06/2030
SD4	TAR1	Develop innovation hubs for our community and future generations	GM Innovation	2024/25 Q1 - Collaborating closely with NTG on innovation opportunities. Pilot installations occurring across municipality in collaboration with the community.	On Track	1/07/2020	30/06/2030
SD4	TAR1	Support life-long learning opportunities through the provision of STEAM programs	EM - Library and Family Services	2024/25 Q1 - Our 3D printing services remain popular, alongside the STEAM Zone and LEGO Club programs. Crafting, gaming and special events activities were met positively across the community.	On Track	1/07/2020	30/06/2030
Target: By 2030, Darwin will have attracted and retained more residents and will offer sustainable investment opportunities							
SD4	TAR2	Implement an Economic Development Plan for the city	EM - Growth and Development Services	2024/25 Q1 - Economic Development action Plan 2024-2026 was implemented at the start of the 2024/25 financial year with several projects already underway.	On Track	1/07/2020	30/06/2030
SD4	TAR2	Support initiatives to increase the population of Darwin through engagement with business and industry, and all levels of Government	EM - Growth and Development Services	2024/25 Q1 - Recently appointed members to the International Relations Advisory Committee and Sister Cities Advisory Committee attended their first meeting. The committees help promote Darwin as a place to live, advocating for increased connectivity to support a diverse population and sustainable industry growth.	On Track	1/07/2020	30/06/2030
SD4	TAR2	Promote Darwin as a great destination to live, work, study and invest	EM - Growth and Development Services	2024/25 Q1 - International Relations update sent out in August and the Discover Darwin social media continued to gain new followers.	On Track	1/07/2020	30/06/2030
SD4	TAR2	Support initiatives to grow the economy and retain people and jobs in Darwin	EM - Growth and Development Services	2024/25 Q1 - 31 projects supported through the 2024 Sponsorships Program will deliver a range of services, events and activities for Darwin residents and visitors. Consultation and workshops were held to develop a Greater Darwin Brand to support the growth of Darwin.	On Track	1/07/2020	30/06/2023

SD4	TAR2	Develop an International Relations Program	EM - Growth and Development Services	2024/25 Q1 - The Sister Cities Action Plan 2024-2026 was finalised. The application to fund the 2025 National Conference was granted. MOU negotiations were progressed towards establishing a Friendship City relationship with Ho Chi Minh.	On Track	1/07/2020	30/06/2030
Target: By 2030, Darwin will be recognised as an iconic destination							
SD5	TAR1	Partner with other stakeholders to grow the visitor economy of Darwin	EM - Growth and Development Services	2024/25 Q1 - Engaged with in the Cruise Tourism Working Group and Destination Darwin Working Group. Further discussions are ongoing with Tourism Top End, Hospitality NT, DCRA and Chamber of Commerce, to engage and support teams in providing regular updates.	On Track	1/07/2020	30/06/2030
SD5	TAR1	Deliver a City of Darwin events program and support other event programs that engage locals and attract visitors	EM - Growth and Development Services	2024/25 Q1 - 178 permits were issued over the last quarter for events. City of Darwin hosted the Casuarina Aquatic and Leisure Centre opening and the Royal Darwin Show stand.	On Track	1/07/2020	30/06/2030
SD5	TAR1	Support the promotion of Darwin as a cruise ship and yachting destination and as a home port for expedition ships	EM - Growth and Development Services	2024/25 Q1 - Added a journey planner QR code to the Cruise Ship passport to facilitate travelling to the Darwin City Centre. Provided in-kind support to enable a temporary bus stop outside of Tourism Top End of large cruise ship visitor days.	On Track	1/07/2020	30/06/2030
Target: By 2030, Darwin will be a more connected community and have pride in our cultural history							
SD5	TAR2	Promote Darwin as a destination known for its Aboriginal cultures and landmarks	EM - Growth and Development Services	2024/25 Q1 - Discussions with Larrakia Nation are underway to include collaborations with City of Darwin for the next international event. The Darwin visitor trails project will include a Welcome to Country from a Larrakia representative.	On Track	1/07/2020	30/06/2030
SD5	TAR2	Deliver programs and services that create a cohesive, connected and culturally enriched community	General Manager Community & Regulatory Services	2024/25 Q1 - City of Darwin has continued to deliver programs and services that create a cohesive, connected and culturally enriched community, including programs for families and children, youth, seniors and participants in recreation and exercise and arts and culture sectors.	On Track	1/07/2020	30/06/2030
SD5	TAR2	Develop a City of Darwin Multicultural Framework	EM - Community and Cultural Services		Not Yet Due	1/07/2025	30/06/2027

15.3 ADVISORY COMMITTEE OPEN MEETING MINUTES

Author: Supervisor Councillor Governance

Authoriser: Manager Office of Council and CEO

Attachments:

1. Unconfirmed Minutes Sister City Advisory Committee Meeting 11 September 2024 [↓](#)
2. Unconfirmed Minutes Youth Advisory Committee Meeting 12 September 2024 [↓](#)
3. Unconfirmed Minutes Cyclone Tracy Commemoration Advisory Committee 23 September 2024 [↓](#)
4. Unconfirmed Minutes Access and Inclusion Advisory Committee 3 October 2024 [↓](#)

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to present the open minutes of the Advisory Committee Open Minutes for meetings in September and October 2024 to Council.

KEY ISSUES

- The Sister City Advisory Committee unconfirmed open minutes of 11 September 2024 are presented at **Attachment 1**.
- The Youth Advisory Committee unconfirmed open minutes of 12 September 2024 are presented at **Attachment 2**.
- The Cyclone Tracy Commemoration Advisory Committee unconfirmed open minutes of 23 September 2024 are presented at **Attachment 3**.
- The Access and Inclusion Advisory Committee unconfirmed open minutes of 3 October 2024 are presented at **Attachment 4**.

DISCUSSION

This report provides the minutes for the following committees:

- Sister City Advisory Committee
- Youth Advisory Committee
- Cyclone Tracy Commemoration Advisory Committee
- Access and Inclusion Advisory Committee

Any recommendations that arise from the committee meetings will be presented to Council in a separate report.

PREVIOUS COUNCIL RESOLUTION

At the 24 September 2024 meeting Council resolved:

RESOLUTION ORD408/24

THAT the report entitled Advisory, Information Communication Technology (ICT) Steering Committee Open Meeting Minutes be received and noted.

CARRIED 9/0

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.1 Vision and Culture
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation: <i>Local Government Act 2019</i></p> <p>Policy: Policy 043 Meetings Policy 093 Advisory and Other Committees</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	<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>



MINUTES

Sister City Advisory Committee Meeting

Wednesday, 11 September 2024

Date: Wednesday, 11 September 2024

Time: 5:30 PM

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

**MINUTES OF CITY OF DARWIN
SISTER CITY ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY
CHAN AVENUE, DARWIN
ON WEDNESDAY, 11 SEPTEMBER 2024 AT 5:30 PM**

PRESENT:

Chair Kate Heelan
Councillor Sylvia Klonaris
Committee Member Nerida Hart
Committee Member Chyntia Elsinta Indrawati
Committee Member Stephanie Lin
Committee Member Tony Miaoudis
Committee Member Paddy Mohan
Committee Member Ninik Stroud
Committee Member Allan Woo

OFFICERS:

Alice Percy, General Manager of Innovation
Cherry Cai, Manager of Economic Development and International Relations

APOLOGY:

Committee Member Siji Issac
Committee Member Sam Kansal

GUESTS:

Nil

Order of Business

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6	Confirmation of Previous Minutes	4
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10	Member Reports	5
11	General Business.....	5
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13	Next Meeting	6
14	Closure of Meeting.....	6

1 MEETING DECLARED OPEN

The Chair declared the meeting open at 5.35 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE**3.1 Apologies**

Committee Member Siji Issac

Committee Member Sam Kansal

3.2 Leave of Absence**3.3 Leave of Absence Notified**

Nil

4 ELECTRONIC ATTENDANCE

Councillor Sylvia Klonaris

Committee Member Allan Woo

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION SCAC018/24**

Moved: Committee Member Stephanie Lin

Seconded: Committee Member Ninik Stroud

THAT the minutes of the Sister City Advisory Committee Meeting held on 24 July 2024 be confirmed.

CARRIED 9/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 2024-26 SISTER CITIES ACTION PLAN****COMMITTEE RESOLUTION SCAC019/24**

Moved: Committee Member Nerida Hart

Seconded: Chair Kate Heelan

THAT the report entitled 2024-26 Sister Cities Action Plan be received and noted.

CARRIED 9/0**10 MEMBER REPORTS**

Nil

11 GENERAL BUSINESS

The Waters Ward Multigenerational Recreation Space is at the community consultation stage until 30 September 2024.

The Sister City Advisory Committee members are invited to have a say on this initiative via [Waters Ward Multigenerational Recreation Space | Engage Darwin \(nt.gov.au\)](#).

12 CONFIDENTIAL REPORTS**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 2019*:

12.1 Update on Friendship City Proposal with the City of Ho Chi Minh

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.

13 NEXT MEETING

Wednesday, 20 November 2024 at 5:30 pm

14 CLOSURE OF MEETING

The Chair declared the meeting closed at 5.56pm.

Unconfirmed

**MINUTE EXCERPT – MOVING CONFIDENTIAL ITEMS TO OPEN AT THE CONCLUSION
OF THE MEETING – 11 SEPTEMBER 2024****19.1 UPDATE ON FRIENDSHIP CITY PROPOSAL WITH THE CITY OF HO CHI MINH****COMMITTEE RESOLUTION SCAC001/24**

Moved: Committee Member Ninik Stroud

Seconded: Committee Member Stephanie Lin

1. THAT the report entitled Update on Friendship City Proposal with the City of Ho Chi Minh be received and noted.
2. THAT the Sister City Advisory Committee review the draft Memorandum of Understanding on Friendship and Cooperation Between City of Darwin and Ho Chi Minh and refer to Council for endorsement.

CARRIED 9/0



MINUTES

Youth Advisory Committee Meeting Thursday, 12 September 2024

Date: Thursday, 12 September 2024

Time: 5:30 PM

Location: Meeting Room
Guyugwa Room
Casuarina Library
Bradshaw Terrace, Casuarina

**MINUTES OF CITY OF DARWIN
YOUTH ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM , GUYUGWA ROOM, CASUARINA LIBRARY, BRADSHAW
TERRACE, CASUARINA
ON THURSDAY, 12 SEPTEMBER 2024 AT 5:30 PM**

PRESENT:

Councillor Jimmy Bouhoris
Member Lucy Tinapple
Member Vivek Wilson
Member Pak Chan

OFFICERS:

Danielle Cameron (Youth Engagement Officer)
Lisa Burnett (Coordinator Youth Programs)

APOLOGY:

Member Anais Henry-Martin

GUESTS:

Tallula Van Der Mark
Tristan Furbey-Bambling
Emil Almazan

Order of Business

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9	Officer Reports	5
9.1	Presentation and Consultation - Dementia Australia	5
9.2	Youth Advisory Committee Member Acknowledgement	5
9.3	Northern Territory Youth Parliament Update	5
9.4	October Co-Design Date Confirmation	5
9.5	Terms of Reference Update	6
10	Member Reports	6
11	General Business	6
11.1	Miscellaneous items raised	6
12	Next Meeting	6
13	Meeting close	6

1 MEETING DECLARED OPEN

The Chair (Vivek Wilson) declared the meeting open at 5.34pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE**3.1 Apologies**

Member Anais Henry-Martin

3.2 Leave of Absence**3.3 Leave of Absence Notified**

Nil

4 ELECTRONIC ATTENDANCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION YAC015/24**

Moved: Member Pak Chan

Seconded: Member Vivek Wilsonn

THAT the minutes of the Youth Advisory Committee Meeting held on 8 August 2024 be confirmed.

CARRIED 4/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 PRESENTATION AND CONSULTATION - DEMENTIA AUSTRALIA****COMMITTEE RESOLUTION YAC016/24**

Moved: Member Lucy Tinapple

Seconded: Member Pak Chan

THAT the report entitled Presentation and Consultation - Dementia Australia be received and noted.

CARRIED 4/0

9.2 YOUTH ADVISORY COMMITTEE MEMBER ACKNOWLEDGEMENT**COMMITTEE RESOLUTION YAC017/24**

Moved: Member Pak Chan

Seconded: Member Lucy Tinapple

1. THAT the report entitled Youth Advisory Committee Member Acknowledgement be received and noted.
2. THAT Youth Advisory Committee members endorse badges and certificates as the Youth Advisory Committee member acknowledgement to be implemented by Youth Engagement Officer.

CARRIED 4/0

9.3 NORTHERN TERRITORY YOUTH PARLIAMENT UPDATE**COMMITTEE RESOLUTION YAC018/24**

Moved: Member Pak Chan

Seconded: Member Lucy Tinapple

THAT the report entitled Northern Territory Youth Parliament Update be received and noted.

CARRIED 4/0

9.4 OCTOBER CO-DESIGN DATE CONFIRMATION**COMMITTEE RESOLUTION YAC019/24**

Moved: Member Lucy Tinapple

Seconded: Member Pak Chan

1. THAT the report entitled October Co-Design Date Confirmation be received and noted.
2. THAT the Youth Advisory Committee members endorse 12 October 2024 as the date for the annual Co-Design Workshop to be held in October 2024.

CARRIED 4/0

9.5 TERMS OF REFERENCE UPDATE**RECOMMENDATIONS**

THAT the report entitled Terms of Reference Update be received and noted.

This item has been laid on the table until next meeting 10 October 2024.

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS**11.1 MISCELLANEOUS ITEMS RAISED****COMMITTEE RESOLUTION YAC020/24**

Moved: Member Pak Chan

Seconded: Member Lucy Tinapple

THAT the following items raised be received and noted.

Member Lucy Tinapple raised the importance of an issue relevant to young people currently - the impact of academic pressures on mental health and wellbeing. Miss Tinapple proposed a workshop open to the public, hosted by the Youth Advisory Committee, to educate and support coping strategies for young people in this area.

Councillor Jimmy Bouhoris advised Miss Tinapple that he would send existing relevant resources to members of the Youth Advisory Committee.

Councillor Jimmy Bouhoris advised members this may be his last meeting with the Youth Advisory Committee due to the annual reallocation of Councillor committee duties and thanked members for their engagement.

Member Vivek Wilson advised that he would be moving interstate in December and will need to resign at the end of the year.

CARRIED 4/0

12 NEXT MEETING

5:30pm - 7:00pm

Thursday 10 October

Guyugwa Meeting Room - Casuarina Library

17 Bradshaw Terrace, Casuarina

13 MEETING CLOSE

The chair declared the meeting closed at 7:12pm



MINUTES

Cyclone Tracy Commemoration Advisory Committee Meeting Monday, 23 September 2024

Date: Monday, 23 September 2024

Time: 11:00 am

**Location: Meeting Room 1
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**MINUTES OF CITY OF DARWIN
CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE MEETING
HELD AT MEETING ROOM 1, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE, DARWIN
ON MONDAY, 23 SEPTEMBER 2024 AT 11:00AM**

PRESENT:

The Right Worshipful, the Chairperson Kon Vatskalis
City of Darwin, A/Chief Executive Officer Matt Grassmayr
Councillor Kim Farrar
Australian Defence Force, Brigadier Douglas Pashley, CSC
Department of the Chief Minister and Cabinet Jo Smallacombe
Deputy CEO, Larrakia Nation Victor Williams
Library and Archives NT, Tessa Blake
Community Member Sally Courtney
Community Member Richard Creswick
Community Member Gerard Reid

OFFICERS:

Alice Percy (General Manager Innovation),
Emma Struys (Executive Manager Growth and Economic Development)
Jessica Fry (Events Producer)
Sophie Walkington (Events Facilitator)

APOLOGY:

Museum and Art Gallery NT Jared Archibald
NT Major Events Company Suzana Bishop
Member for Solomon Luke Gosling OAM, MP
Community Member Marie-Louise Pearson
Library and Archives NT Charlie Ward

GUESTS:

Juliet Beale, Collection Development Manager, Library and Archives NT
Anjana Sharma Adhikari, Australian Red Cross NT
Heather Prendergast, Australian Red Cross NT

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6.2	Cyclone Tracy Commemoration Advisory Committee Updated Terms of Reference	5
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7.1	Members Verbal Updates	6
8	Questions by Members	7
9	General Business	7
10	Presentation	7
11	Closure of Meeting to the Public	7

1 MEETING DECLARED OPEN**COMMITTEE RESOLUTION CTCAC015/24**

Moved: Department of the Chief Minister and Cabinet Jo Smallacombe

Seconded: Deputy CEO, Larrakia Nation Victor Williams

The Chair declared the meeting open at 11:00 am.

CARRIED 10/0**2 APOLOGIES AND LEAVE OF ABSENCE**

Museum and Art Gallery NT Jared Archibald

NT Major Events Company Suzana Bishop

Member for Solomon Luke Gosling OAM, MP

Community Member Marie-Louise Pearson

Library and Archives NT Charlie Ward

3 ELECTRONIC MEETING ATTENDANCE**3.1 ELECTRONIC MEETING ATTENDANCE GRANTED**

Nil

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF**4.1 DECLARATION OF INTEREST BY MEMBERS**

Nil

4.2 DECLARATION OF INTEREST BY STAFF

Nil

5 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION CTCAC016/24**

Moved: Department of the Chief Minister and Cabinet Jo Smallacombe

Seconded: Councillor Kim Farrar

THAT the minutes of the Cyclone Tracy Commemoration Advisory Committee Meeting held on 29 July 2024 be confirmed.

CARRIED 10/0

6 OFFICER REPORTS**6.1 CYCLONE TRACY PROGRAM UPDATE****COMMITTEE RESOLUTION CTCAC017/24**

Moved: Chairperson Kon Vatskalis

Seconded: Community Member Gerard Reid

THAT the report entitled Cyclone Tracy Program Update be received and noted.

CARRIED 10/0

6.2 CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE UPDATED TERMS OF REFERENCE**COMMITTEE RESOLUTION CTCAC018/24**

Moved: Chairperson Kon Vatskalis

Seconded: City of Darwin, A/Chief Executive Officer Matt Grassmayr

THAT the report entitled Cyclone Tracy Commemoration Advisory Committee Updated Terms of Reference be received and noted.

CARRIED 10/0

7 MEMBER REPORTS

7.1 MEMBERS VERBAL UPDATES

COMMITTEE RESOLUTION CTCAC019/24

Moved: Community Member Gerard Reid

Seconded: Department of the Chief Minister and Cabinet Jo Smallacombe

THAT the report entitled Members Verbal Updates be received and noted.

CARRIED 10/0

Community Member Richard Creswick, provided an update on the status of activities from the Remembering Cyclone Tracy Inc (RCTI).

- Grant received from Federal Government amounting to \$300,000 for the proposed East Point memorial
- Design of the proposed shelter is going through the drafting, engineering and certification processes ahead of submitting a works permit application
- Works have begun on the frangipani elements of the memorial
- Engaged event managers for the two major events that has been planned, which are, the welcoming function to be held at the Pavilion at the show grounds on Monday, 23 December and the memorial unveiling plan for sunrise on Christmas morning
- RCTI is still fundraising to meet the actual costs of the two major events and donations can still be made through the 'Go Fund Me' page
- Exploring the costs for some street banners which are similar to those that the V8 Supercars had and once costs have been determined and finalised, RCTI will seek Council cooperation in the installation of these banners
- The initiative to have special Cyclone Tracy number plates issued by the Motor Vehicle Registry has resulted in the sale of 94 plates. Further, the Remembering Cyclone Tracy number plates have likewise sold 200 and this initiative has been well-received. A second offering may be proposed in October or November.

Library and Archives NT, Tessa Blake

- Progressing the photographic exhibition which will be opened on 1 November
- There would be around 30 images for the exhibition which tells the narrative of events leading to the cyclone on Christmas Day
- The photo exhibition will be at the mezzanine level of the NT Library at Parliament House
- Charlie Ward has been seconded onto other projects, so moving forward, Tessa Blake will be acting as the Library and Archives NT's representative on the Committee.

Community Member Sally Courtney, provided some updates regarding activities being undertaken by Salvation Army.

- Display at Casuarina Square on Monday, 2 December following the public events for a week
- Holden car used during the cyclone will be part of the Saturday event and the Salvation Army display. There will also be a small Emergency Services truck with free water at the event.

8 **QUESTIONS BY MEMBERS**

Nil

9 **GENERAL BUSINESS**

Nil

10 **PRESENTATION**

COMMITTEE RESOLUTION CTCAC020/24
Moved: Chairperson Kon Vatskalis
Seconded: Councillor Kim Farrar
THAT the presentation from the Australian Red Cross NT on a “Red Cross Psychosocial Support Session” be received and noted.

CARRIED 10/0

11 **CLOSURE OF MEETING TO THE PUBLIC**

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

RECOMMENDATIONS
That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:
14.1 Cyclone Tracy Program Update
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.

The Meeting closed at 11:38 AM.
The minutes of this meeting were confirmed at the Cyclone Tracy Commemoration Advisory Committee held on 28 October 2024.

.....

CHAIR

**MINUTE EXCERPT – MOVING CONFIDENTIAL ITEMS TO OPEN AT THE CONCLUSION
OF THE MEETING – 23 SEPTEMBER 2024**

14.1 CYCLONE TRACY PROGRAM UPDATE

COMMITTEE RESOLUTION CTCAC001/24

Moved: Deputy CEO, Larrakia Nation Victor Williams

Seconded: Community Member Gerard Reid

1. THAT the report entitled Cyclone Tracy Program Update 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 10/0



MINUTES

Access and Inclusion Advisory Committee Meeting Thursday, 3 October 2024

Date: Thursday, 3 October 2024

Time: 1:30 PM

Location: Meeting Room Guyugwa (Casuarina Library
Meeting Room)
17 Bradshaw Terrace, Casuarina

**MINUTES OF CITY OF DARWIN
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM GUYUGWA (CASUARINA LIBRARY MEETING ROOM), 17
BRADSHAW TERRACE, CASUARINA
ON THURSDAY, 3 OCTOBER 2024 AT 1:30 PM**

PRESENT:

Chairperson Debbie Reeves
Councillor Sylvia Klonaris
Community Member Tiffany Brown
Community Member Kim Caudwell
Community Member Lynne Strathie
Council on the Ageing NT Cecilia Chiolero
Building Advisory Services Alison Warwick

OFFICERS:

Community Development Officer, Ciella Williams
Senior Coordinator Community Inclusion, Andrew Aragala
Senior Design Officer, Jacob Beets
Executive Manager of Community and Cultural Services, Angela O'Donnell
Public Relations and External Affairs Advisor, Verity Clough

APOLOGY:

Community Member Stephanie Ransome
Department of Infrastructure, Planning and Logistic Bernie Ingram
Community Member Florence Henaway
National Disability Services NT Mick Fallon
Community Member Rajeev Thayil
Senior Design Officer, Sid Gurung

GUESTS:

Matrix Onboard, Jude Ellen
Matrix Onboard, Kate Horsey
Matrix Onboard, Elizabeth Reid
True North Strategic Communication, Syvasti Makrylos
True North Strategic Communication, Grace Amanatidis

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6	Confirmation of Previous Minutes	5
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8	Presentations	5
9	Officer Reports	5
9.1	Waters Ward Multigenerational Recreation Space engagement.....	5
9.2	Request for Installation of Tactile Ground Surface Indicators at children crossing, Manunda Terrace Primary School, Karama.....	5
9.3	Terms of Reference	6
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9.5	Access Strategy Engagement Session.....	6
10	Member Reports	6
11	General Business.....	6
12	Next Meeting	6

1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1:54pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES AND LEAVE OF ABSENCE**3.1 Apologies**

Community Member Stephanie Ransome
Department of Infrastructure, Planning and Logistic Bernie Ingram
Community Member Florence Henaway
National Disability Services NT Mick Fallon
Community Member Rajeev Thayil

3.2 Leave of Absence

Nil

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Matrix Onboard, Kate Horsey
Matrix Onboard, Elizabeth Reid
Council on the Ageing NT Cecilia Chiolero
Community Member, Kim Caudwell
Public Relations and External Affairs Advisor, Verity Clough
Senior Design Officer, Jacob Beets

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION AAIAC019/24**

Moved: Councillor Sylvia Klonaris

Seconded: Building Advisory Services Alison Warwick

THAT the minutes of the Access and Inclusion Advisory Committee Meeting held on 1 August 2024 be confirmed.

CARRIED 7/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 WATERS WARD MULTIGENERATIONAL RECREATION SPACE ENGAGEMENT****COMMITTEE RESOLUTION AAIAC020/24**

Moved: Community Member Lynne Strathie

Seconded: Councillor Sylvia Klonaris

THAT the report entitled Waters Ward Multigenerational Recreation Space engagement be received and noted.

CARRIED 7/0

9.2 REQUEST FOR INSTALLATION OF TACTILE GROUND SURFACE INDICATORS AT CHILDREN CROSSING, MANUNDA TERRACE PRIMARY SCHOOL, KARAMA**COMMITTEE RESOLUTION AAIAC021/24**

Moved: Building Advisory Services Alison Warwick

Seconded: Community Member Kim Caudwell

1. THAT the report entitled Request for Installation of Tactile Ground Surface Indicators at children crossing, Manunda Terrace Primary School, Karama be received and noted.
2. THAT the Access and Inclusion Advisory Committee endorse the Installation of Tactile Ground Surface Indicators at the children crossing at the front of Manunda Terrace Primary School, Karama, at an estimated cost of \$6000 to be funded from the 2024/2025 Disability Access Capital Budget.

CARRIED 7/0

9.3 TERMS OF REFERENCE**COMMITTEE RESOLUTION AAIAC022/24**

Moved: Councillor Sylvia Klonaris

Seconded: Community Member Tiffany Brown

THAT the report entitled Terms of Reference be received and noted.

CARRIED 7/0

9.4 ONGOING ACTIONS LIST**COMMITTEE RESOLUTION AAIAC023/24**

Moved: Building Advisory Services Alison Warwick

Seconded: Councillor Sylvia Klonaris

THAT the report entitled Ongoing Actions List be received and noted.

CARRIED 7/0

9.5 ACCESS STRATEGY ENGAGEMENT SESSION**COMMITTEE RESOLUTION AAIAC024/24**

Moved: Community Member Lynne Strathie

Seconded: Councillor Sylvia Klonaris

THAT the report entitled Access Strategy Engagement Session be received and noted.

CARRIED 7/0

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Community Member - Chairperson Debbie Reeves raised that she may have to take a leave of absence. Members to consider whether they would like to take on a Vice Chair role in preparation,

Councillor Klonaris raised a concern that had come to her from community members about the showers at Parap Pool not having handrails, despite being used heavily by Seniors. Officers will provide more information at the next meeting.

12 NEXT MEETING

Thursday 28 November 2024.

Meeting closed 3:05pm

16 CORRESPONDENCE

Nil

17 REPORTS OF REPRESENTATIVES**18 QUESTIONS BY MEMBERS****19 GENERAL BUSINESS****20 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 12 November 2024, at 5:30pm (Special) (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

21 CLOSURE OF MEETING TO THE PUBLIC

THAT pursuant to Section 99 (2) of the Local Government Act 2019 and Regulation 8 of the Local Government 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 2019*:

28.1 Draft Audited Annual Financial Statements for Year Ended 30 June 2024

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.

28.2 Disbursements - Persons Authorised

This matter is considered to be confidential under Section 99(2) - 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 prejudice the security of the council, its members or staff.

28.3 Outdoor Advertising

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.

28.4 Endorsement of Football NT Proposed Facilities - Bagot Oval

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.

28.5 Community Consultation Outcome - Walkway 170 - Patterson Street to Dalwood Crescent Malak

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.

28.6 Disposal of Surplus Property

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.

29.1 City of Darwin Draft Annual Report 2023/24

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.

29.2 Corporate Services Quarterly Report - July to September 2024

This matter is considered to be confidential under Section 99(2) - 51(a) and 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

29.3 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.

29.4 Doctors Gully Update

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.

29.5 Advisory Committee Confidential Meeting Minutes

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.

22 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Minutes

Ordinary Council Meeting

Tuesday, 24 September 2024

Unconfirmed

Reports, recommendations and supporting documentation can be accessed via the City of Darwin Website at www.darwin.nt.gov.au, or contact Customer Service on (08) 8930 0300.

**MINUTES OF CITY OF DARWIN
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY
CHAN AVENUE, DARWIN
ON TUESDAY, 24 SEPTEMBER 2024 AT 5:30PM**

PRESENT:

Lord Mayor Kon Vatskalis (Chair)
Deputy Lord Mayor Peter Pangquee
Councillor Jimmy Bouhoris
Councillor Kim Farrar
Councillor Sylvia Klonaris
Councillor Morgan Rickard
Councillor Ed Smelt
Councillor Amye Un
Councillor Rebecca Want de Rowe

OFFICERS

Acting Chief Executive Officer, Matt Grassmayr
General Manager Corporate, Natalie Williamson
General Manager Innovation, Alice Percy

APOLOGY:

Councillor Mick Palmer
Councillor Vim Sharma
Councillor Sam Weston

GUESTS:

Nil

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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 ORD390/24

Moved: Councillor Ed Smelt

Seconded: Councillor Jimmy Bouhoris

The Chair declared the meeting open at 5:33 pm.

CARRIED 9/0

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES

RESOLUTION ORD391/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Morgan Rickard

THAT the apology from Councillor Vim Sharma be received.

CARRIED 9/0

4.2 LEAVE OF ABSENCE GRANTED

RESOLUTION ORD392/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Morgan Rickard

1. THAT it be noted Councillor Mick Palmer is an apology due to a Leave of Absence previously granted on 24 September 2024 for 24 September 2024.
2. THAT it be noted Councillor Sam Weston is an apology due to a Leave of Absence previously granted on 24 September 2024 for 24 September 2024.

CARRIED 9/0

4.3 LEAVE OF ABSENCE REQUESTED

Nil

5 ELECTRONIC MEETING ATTENDANCE

5.1 ELECTRONIC MEETING ATTENDANCE GRANTED

RESOLUTION ORD393/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Morgan Rickard

THAT Council note that pursuant to Section 95 (43) of the *Local Government Act 2019*, the following Councillor(s) was granted permission for Electronic Meeting Attendance:

- Councillor Amye Un

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 ORD394/24**

Moved: Councillor Sylvia Klonaris

Seconded: Councillor Kim Farrar

THAT the minutes of the Ordinary Council Meeting held on 27 August 2024 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**28.1 ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE MEMBERSHIP APPOINTMENTS****RESOLUTION ORD419/24**

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Morgan Rickard

1. THAT the report entitled Arts and Cultural Development Advisory Committee Membership Appointments be received and noted.
2. THAT Council appoints six Community Members to the Arts and Cultural Development Advisory Committee for the following term:
 - (i) 1 October 2024 to 30 September 2026
 - (a) Petrit Abazi
 - (b) Alyson Evans
 - (c) Kelly Blumberg
 - (d) Abby Dunn
 - (e) Rachael Shanahan
 - (f) Dominique Cook
3. 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*.

4. THAT the documents remain confidential, and that this decision be moved into Open at the end of the meeting.

CARRIED 8/0

28.2 REQUEST TO TRANSFER FUNDS FROM THE ASSET REPLACEMENT AND REFURBISHMENT RESERVE FOR PARKS INFRASTRUCTURE

RESOLUTION ORD420/24

Moved: Councillor Ed Smelt

Seconded: Councillor Kim Farrar

1. THAT the report entitled Request to Transfer Funds from the Asset Replacement and Refurbishment Reserve for Parks Infrastructure be received and noted.
2. THAT Council approve the transfer of \$139,500 from the Asset Replacement and Refurbishment Reserve to the 2024/25 Capital Program to undertake the following urgent works:
 - Replacement of the timber boards on the boardwalks and stairs and paint handrails at Michie Court, Bayview
 - Replacement of timber boards and joists at two boardwalks at East Point Reserve, Fannie Bay
3. 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*.
4. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 8/0

29.1 COMMERCIAL COMPOSTING FACILITY AT SHOAL BAY

RESOLUTION ORD421/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled Commercial Composting Facility at Shoal Bay 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

29.3 ADVISORY, INFORMATION COMMUNICATION TECHNOLOGY (ICT) STEERING COMMITTEE CONFIDENTIAL MEETING MINUTES

RESOLUTION ORD423/24

Moved: Councillor Sylvia Klonaris

Seconded: Lord Mayor Kon Vatskalis

1. THAT the report entitled Advisory, Information Communication Technology (ICT) Steering

Committee Confidential Meeting Minutes 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

Nil

11 PETITIONS

Nil

12 DEPUTATIONS AND BRIEFINGS

Nil

13 NOTICES OF MOTION

13.1 NOTICE OF MOTION - PARKING IN THE DARWIN CITY CENTRE

I, Councillor Sam Weston, give notice that at the next Ordinary Council Meeting on 24 September 2024, I will move the following motion:-

MOTION

1. THAT Council provide in-principle support for a three or six-month trial, for free on-street parking in the Darwin City Centre after 3:00pm Monday to Friday commencing Monday, 2 December 2024.
2. THAT a report be returned to Council identifying any implications for consideration prior to approving the trial.

In accordance with Meeting Policy No.0043.100.E.R Section 3.6.1, the above Notice of Motion - Parking in the Darwin City Centre, be deferred to the next Ordinary Council Meeting on Tuesday, 29 October 2024.

13.2 NOTICE OF MOTION - SAFETY IMPROVEMENTS FOR SHARED PATH INTERSECTIONS

I, Councillor Sylvia Klonaris, give notice that at the next Ordinary Council Meeting on 24 September 2024, I will move the following motion:-

MOTION

Moved: Councillor Sylvia Klonaris

Seconded: Lord Mayor Kon Vatskalis

1. 1. THAT Council approve to undertake an assessment for consideration of 'deviation barriers' approaching the roads on shared path intersections adjoining onto highly used areas.
2. 2. THAT Council approve to investigate installing similar safety barriers on highly used areas for school students on bikes like the recently installed barriers at Matthews Road.
3. 3. THAT Council approve a review of Wulagi Greenbelt 1 adjoining Brolga Street, Yanyula Drive, McMillans Road Green adjoining Yanyula Drive and McMillans Service Road.
4. 4. THAT a report be returned to Council providing associated costs for installation of safety barriers for consideration at the next budget review.

AMENDMENT

5. 1. THAT Council approve to undertake an assessment for consideration of 'deviation barriers' approaching the roads on shared path intersections adjoining onto highly used areas as referred to in recommendation 3.
6. 2. THAT Council approve to investigate installing similar safety barriers on highly used areas for school students on bikes like the recently installed barriers at Matthews Road.
7. 3. THAT Council approve a review of Wulagi Greenbelt 1 adjoining Brolga Street, Yanyula Drive, McMillans Road Green adjoining Yanyula Drive and McMillans Service Road.
8. 4. THAT a report be returned to Council providing associated costs for installation of safety barriers for consideration at the next budget review.
9. *Councillor Jimmy Bouhoris proposed an amendment and with the consent of the mover, the amendment was accepted.*

RESOLUTION ORD395/24

Moved: Councillor Sylvia Klonaris

Seconded: Lord Mayor Kon Vatskalis

10. 1. THAT Council approve to undertake an assessment for consideration of 'deviation barriers' approaching the roads on shared path intersections adjoining onto highly used areas as referred to in recommendation 3.
11. 2. THAT Council approve to investigate installing similar safety barriers on highly used areas for school students on bikes like the recently installed barriers at Matthews Road.
12. 3. THAT Council approve a review of Wulagi Greenbelt 1 adjoining Brolga Street, Yanyula Drive, McMillans Road Green adjoining Yanyula Drive and McMillans Service Road.
13. 4. THAT a report be returned to Council providing associated costs for installation of safety barriers for consideration at the next budget review.

CARRIED 9/0

14 ACTION REPORTS

14.1 UPDATED FEES AND CHARGES 2024/25

RESOLUTION ORD396/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Rebecca Want de Rowe

14. 1. THAT the report entitled Updated Fees and Charges 2024/25 be received and noted.
15. 2. THAT Council adopt the amended cemetery charges for 2024/25 as provided as **Attachment 2** to this report.

CARRIED 9/0

14.2 CARRY FORWARD BUDGET 2023-24 AND RESERVE BALANCES AS AT 30 JUNE 2024

RESOLUTION ORD397/24

Moved: Councillor Ed Smelt

Seconded: Councillor Jimmy Bouhoris

16. 1. THAT the report entitled Carry Forward Budget 2023-2024 and Reserve Balances as at 30 June 2024 be received and noted.
17. 2. THAT Council adopt carry forward items listed in **Attachment 1** of report Carry Forward Budget 2023-2024 and Reserve Balances as at 30 June 2024, totalling \$26,476,058 by their inclusion in the 2024/25 Annual Budget.
18. 3. THAT Council adopt the Reserve Balances 2024 total of \$84,754,973 listed in **Attachment 2** of report Carry Forward Budget 2023-24 and Reserve Balances as at 30 June 2024.

CARRIED 9/0

14.3 SMARTY CITY AND DATA POLICY

MOTION

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Rebecca Want de Rowe

19. 1. THAT the report entitled Smart City and Data Policy be received and noted.
20. 2. THAT Council adopt the Data Policy at **Attachment 1**.
21. 3. THAT Council adopt the Smart City Policy at **Attachment 2**.
4. THAT Council rescind the Open Data Policy at **Attachment 3**.

AMENDMENT

RESOLUTION ORD398/24

Moved: Councillor Ed Smelt

Seconded: Councillor Morgan Rickard

22. 1. THAT the report entitled Smart City and Data Policy be received and noted.
23. 2. THAT Council adopt the Data Policy at **Attachment 1** with the following Administrative Amendment – Under section 3.1 Data is Accessible and Transparent, to include 'City of Darwin starts from a position of data openness, favouring the release of data unless by law, privacy, confidentiality, security or other valid restrictions.
24. 3. THAT Council adopt the Smart City Policy at **Attachment 2**.
25. 4. THAT Council rescind the Open Data Policy at **Attachment 3**.

CARRIED 9/0

RESOLUTION ORD399/24

Moved: Councillor Ed Smelt

Seconded: Councillor Morgan Rickard

26. 1. THAT the report entitled Smart City and Data Policy be received and noted.
27. 2. THAT Council adopt the Data Policy at **Attachment 1**.
28. 3. THAT Council adopt the Smart City Policy at **Attachment 2**.
29. 4. THAT Council rescind the Open Data Policy at **Attachment 3**.

CARRIED 9/0

14.4 NOMINATION FOR LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT) BOARD

RESOLUTION ORD400/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Jimmy Bouhoris

30. 1. THAT the report entitled Nomination for Local Government Association of the Northern Territory (LGANT) Board be received and noted.
31. 2. THAT Council endorse the nomination for the Lord Mayor to the LGANT Board as President.
32. 3. THAT Council endorse the nomination for the Lord Mayor to the LGANT Board as Vice President – Municipal, should the Lord Mayor not be appointed as President.
33. 4. THAT Council endorse the nomination for the Deputy Lord Mayor Peter Pangquee to the LGANT Board as Vice President - Municipal.
34. 5. THAT Council appoint the nomination for the Deputy Lord Mayor Peter Pangquee as Board Director – Municipal.

CARRIED 9/0

14.5 REVIEW OF CONFIDENTIAL DECISIONS

RESOLUTION ORD401/24

Moved: Councillor Morgan Rickard

Seconded: Councillor Kim Farrar

35. 1. THAT the report entitled Review of Confidential Decisions be received and noted.
36. 2. THAT Council approve to move the Property Leasing and Licencing Policy from

Confidential to Open.

CARRIED 9/

14.6 PUBLIC TREE MANAGEMENT POLICY AND PROCEDURE

RESOLUTION ORD402/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Morgan Rickard

37. 1. THAT the report entitled Public Tree Management Policy and Procedure be received and noted.
38. 2. THAT Council adopt the Public Tree Management Policy at **Attachment 1**.
39. 3. THAT Council receive and note the Public Tree Management Procedure at **Attachment 2**.

CARRIED 9/0

14.7 APPOINTMENTS TO COUNCIL EXECUTIVE AND ADVISORY COMMITTEES

RESOLUTION ORD403/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Rebecca Want de Rowe

40. 1. THAT the report entitled Appointments to Council Executive and Advisory Committees be received and noted.
41. 2. THAT Council appoint the following Elected Members to the **Administrative Review Committee** until the Caretaker Period:
42. Lord Mayor (Chair)
43. Councillor Peter Pangquee;
44. Councillor Morgan Rickard; and
45. Councillor Jimmy Bouhoris.
46. And that all remaining Elected Members are appointed as alternate members to the committee.
47. 3. THAT Council appoint the following Elected Members to the **Access and Inclusion Advisory Committee** until the Caretaker Period:
48. Councillor Sylvia Klonaris; and
49. Councillor Kim Farrar as Alternate.
50. 4. THAT Council appoint the following Elected Members to the **Arts and Cultural Development Advisory Committee** until the Caretaker Period:
51. Councillor Morgan Rickard; and
52. Councillor Jimmy Bouhoris as Alternate.
53. 5. THAT Council appoint the following Elected Members to the **Darwin Military and Civilian History Advisory Committee** until the Caretaker Period:
54. Lord Mayor (Chair)
55. Councillor Sam Weston; and

56. Councillor Ed Smelt as Alternate.
57. 6. THAT Council appoint the following Elected Members to the **East Point Reserve Advisory Committee** until the Caretaker Period:
58. Councillor Kim Farrar; and
59. Councillor Morgan Rickard as Alternate.
60. 7. THAT Council appoint the following Elected Members to the **International Relations Advisory Committee** until the Caretaker Period:
61. Lord Mayor (Chair)
62. Councillor Jimmy Bouhoris; and
63. Councillor Mick Palmer as Alternate.
64. 8. THAT Council appoint the following Elected Members to the **Reconciliation Advisory Committee** until the Caretaker Period:
65. Councillor Peter Pangquee; and
66. Councillor Morgan Rickard as Alternate.
67. 9. THAT Council appoint the following Elected Members to the **Sister City Advisory Committee** until the Caretaker Period:
68. Councillor Sylvia Klonaris; and
69. The Lord Mayor as Alternate.
70. 10. THAT Council appoint the following Elected Members to the **Tree Advisory Committee** until the Caretaker Period:
71. Lord Mayor (Chair)
72. Councillor Morgan Rickard; and
73. Councillor Kim Farrar as Alternate.
74. 11. THAT Council appoint the following Elected Members to the **Youth Advisory Committee** until the Caretaker Period:
75. Councillor Jimmy Bouhoris; and
76. Councillor Rebecca Want de Rowe as Alternate.
77. 12. THAT Council appoint the following Elected Members to the **Risk Management and Audit Committee** until the Caretaker Period:
78. Councillor Mick Palmer;
79. Councillor Jimmy Bouhoris; and
80. Councillor Ed Smelt.
81. 13. THAT Council appoint the following Elected Members to the **Information Communication Technology Steering Committee** until the Caretaker Period:
82. Councillor Jimmy Bouhoris
83. Councillor Sylvia Klonaris as Alternate.
84. 14. THAT Council note that the Lord Mayor holds the position of Ex-Officio for all Council Committees.

CARRIED 9/0

15 RECEIVE & NOTE REPORTS**15.1 POLICY MANAGEMENT - 23RD COUNCIL POLICY REVIEW SCHEDULE****RESOLUTION ORD404/24**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Rebecca Want de Rowe

85. 1. THAT the report entitled Policy Management – 23rd Council Policy Review Schedule be received and noted.
86. 2. THAT Council note the list of policies contained within the report which are scheduled for review and adoption at nominated meeting dates and no later than 31 July 2025.

CARRIED 9/0

15.2 INTERIM MONTHLY FINANCIAL REPORT - AUGUST 2024**RESOLUTION ORD405/24**

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Sylvia Klonaris

87. THAT the report entitled Interim Monthly Financial Report – August 2024 be received and noted.

CARRIED 9/0

15.3 BLACK SPOT PROGRAM 2025/26 PROJECT NOMINATIONS**RESOLUTION ORD406/24**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

THAT the report entitled Black Spot Program 2025/26 Project Nominations be received and noted.

CARRIED 9/0

15.4 ENGAGEMENT OUTCOMES - PLACE AND LIVEABILITY PLAN**RESOLUTION ORD407/24**

Moved: Deputy Lord Mayor Peter Pangquee

Seconded: Lord Mayor Kon Vatskalis

88. THAT the report entitled Engagement Outcomes - Place and Liveability Plan be received and noted.

CARRIED 9/0

15.5 ADVISORY, INFORMATION COMMUNICATION TECHNOLOGY (ICT) STEERING COMMITTEE OPEN MEETING MINUTES**RESOLUTION ORD408/24**

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

THAT the report entitled Advisory, Information Communication Technology (ICT) Steering Committee Open Meeting Minutes be received and noted.

CARRIED 9/0

16 CORRESPONDENCE**16.1 INCOMING AND OUTGOING CORRESPONDENCE - NORTHERN TERRITORY REMUNERATION TRIBUNAL - LOCAL GOVERNMENT COUNCIL MEMBERS' ALLOWANCES****RESOLUTION ORD409/24**

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Kim Farrar

89. THAT the report entitled Incoming and Outgoing Correspondence - Northern Territory Remuneration Tribunal - Local Government Council Members' Allowances be received and noted.

CARRIED 9/0

Administrative amendment – To remove the sentence 'If a review and a subsequent change is implemented, there would likely be negative attention to Council from the community.' from the Draft Outgoing Correspondence.

16.2 INCOMING CORRESPONDENCE - COUNTRY LIBERAL PARTY - ELECTION COMMITMENTS**RESOLUTION ORD410/24**

Moved: Councillor Sylvia Klonaris

Seconded: Councillor Morgan Rickard

90. THAT the report entitled Incoming Correspondence - Country Liberal Party - Election Commitments be received and noted.

CARRIED 9/0

17 REPORTS OF REPRESENTATIVES

RESOLUTION ORD411/24

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Ed Smelt

THAT the following Reports of Representatives be received and noted.

17.1

Councillor Morgan Rickard reported on attending the Community Planting Day, which took place on Saturday, 21 September 2024, at Bagot Park, Millner. Commented on the strong community turnout, with over fifty trees planted throughout the morning.

17.2

Councillor Kim Farrar also reported on attending the Community Planting Day at Bagot Park, alongside Councillors Ed Smelt and Morgan Rickard. Councillor Kim Farrar expressed gratitude to the community group Friends of Bagot Park for their efforts and thanked Member for Johnston, Justine Davis, for their participation.

17.3

Councillor Ed Smelt also reported on attending the Community Planting Day at Bagot Park. Councillor Ed Smelt praised the event and expressed gratitude to Friends of Bagot Park for suggesting it as part of the Chan Ward Better Suburbs Program initiative, which is part of the Bagot Park Master Plan. Additionally, Councillor Ed Smelt thanked Justine Davis, Member for Johnson, for their presence on the day, as well as City of Darwin officers for their dedicated efforts in supporting the community.

17.4

Councillor Sylvia Klonaris reported on attending the Native Plant Giveaway at Holzerland Park, Malak, on Saturday, 14 September 2024, alongside Councillor Kim Farrar. Noting a strong turnout from Waters Ward residents and thanked City of Darwin officers for their efforts. Further, Councillor Sylvia Klonaris attended the Malak Markets with Councillor Kim Farrar to gather community feedback on the Waters Ward Multigenerational Recreation Space. Noted the highlight of the evening was the attendance of the Darwin City Brass Band, invited to perform by Councillor Kim Farrar, and thanked them for contributing to an enjoyable evening.

CARRIED 9/0

18 QUESTIONS BY MEMBERS

18.1 CASUARINA AQUATIC AND LEISURE CENTRE

RESOLUTION ORD412/24

Moved: Deputy Lord Mayor Peter Pangquee

Seconded: Councillor Sylvia Klonaris

Question

Councillor Jimmy Bouhoris requested an update on the tenancy negotiations for the Casuarina Aquatic and Leisure Centre.

Response

The General Manager Innovation, Alice Percy advised that a media release regarding one tenancy agreement will be issued later this week. Negotiations for the other tenancy are still ongoing, and if there are any further delays, City of Darwin may consider issuing another expression of interest.

CARRIED 9/0**18.2 ROLLOUT OF PARKING METERS****RESOLUTION ORD413/24**

Moved: Deputy Lord Mayor Peter Pangquee

Seconded: Councillor Sylvia Klonaris

Question

Councillor Jimmy Bouhoris requested confirmation on whether the rollout of new parking meters in the Darwin City Centre has been finalised.

Response

The General Manager Innovation, Alice Percy confirmed the rollout of new parking meters has been completed. However, it was noted that some additional standalone parking meters and more signage will be installed based on community feedback.

CARRIED 9/0**18.3 KARAMA CHILDCARE CENTRE****RESOLUTION ORD414/24**

Moved: Deputy Lord Mayor Peter Pangquee

Seconded: Councillor Sylvia Klonaris

Question

Councillor Kim Farrar requested an update on the progression of the Karama Childcare Centre tenancy agreement.

Response

The General Manager Innovation, Alice Percy responded and advised that the new tenants have until 1 November 2024, to complete the recommended building upgrade works. However, the current tenants are awaiting the outcome of a grant application, which has put building upgrades on hold. The General Manager Innovation confirmed that City of Darwin officers will follow up on the progress in the coming weeks.

CARRIED 9/0

18.4 BOULTER ROAD INFRASTRUCTURE UPGRADES**RESOLUTION ORD415/24**

Moved: Deputy Lord Mayor Peter Pangquee

Seconded: Councillor Sylvia Klonaris

Question

Councillor Sylvia Klonaris inquired whether City of Darwin has received any updates from the Northern Territory Government regarding the infrastructure upgrades on Boulter Road, Berrimah.

Response

The General Manager Innovation, Alice Percy took the question on notice.

CARRIED 9/0

19 GENERAL BUSINESS

Nil

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

THAT the next Ordinary Meeting of Council be held on Tuesday, 29 October 2024, at 5:30pm (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

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

THAT pursuant to Section 99 (2) of the *Local Government Act 2019* and Regulation 8 of the Local Government 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 2019*:

28.1 Arts and Cultural Development Advisory Committee Membership Appointments

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.

28.2 Request to Transfer Funds from the Asset Replacement and Refurbishment Reserve for Parks Infrastructure

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 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 information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and 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.

29.1 Commercial Composting Facility at Shoal Bay

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.

29.2 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.

29.3 Advisory, Information Communication Technology (ICT) Steering Committee Confidential Meeting Minutes

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.

22 ADJOURNMENT OF MEETING AND MEDIA LIAISON

RESOLUTION ORD416/24

Moved: Councillor Jimmy Bouhoris

Seconded: Lord Mayor Kon Vatskalis

THAT the open section of the meeting be adjourned at 6:43 pm.

CARRIED 9/0

THAT the open section of the meeting be resumed at 7:14 pm.

THAT the chair declared the meeting closed at 7:14 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 October 2024.

.....
CHAIR