



AGENDA

Ordinary Council Meeting Tuesday, 7 December 2021

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

Date: Tuesday, 7 December 2021

Time: 5:30pm

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

Webcasting: [MS Teams Link to Webcast](#)

**Scott Waters
Chief Executive Officer**

ORDINARY COUNCIL MEMBERS

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

Alderman Paul Arnold

Alderman Jimmy Bouhoris

Alderman Justine Glover

Alderman Sylvia Klonaris

Alderman Brian O'Gallagher

Alderman Mick Palmer

Alderman Peter Pangquee

Alderman Morgan Rickard

Alderman Vim Sharma

Alderman Ed Smelt

Alderman Amye Un

Alderman Rebecca Want de Rowe

OFFICERS

Chief Executive Officer, Scott Waters

Chief Financial Officer, Simone Saunders

General Manager Community, Matt Grassmayr

General Manager Innovation, Joshua Sattler

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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 - 30 November 2021

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

11 PETITIONS

12 DEPUTATIONS AND BRIEFINGS

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - MULTI-CULTURAL PRESENTATION OR INTER-FAITH BLESSING****Common No.:****Attachments:** Nil

I, Alderman Vim Sharma, give notice that at the next Ordinary Council Meeting on 7 December 2021, I will move the following motion:-

MOTION

THAT the Chief Executive Officer or delegate provide a report to Council at the 2nd Ordinary Meeting in February detailing the process of implementing a multi-cultural presentation or inter-faith blessing on a monthly basis at the beginning of the 2nd Ordinary Council Meeting for no longer than 15 minutes, this maybe scheduled or on request.

REASON:

City of Darwin's Strategic Plan – City of Colour, City for People was endorsed and adopted by the Council nearly two years ago, it celebrates the cultural diversity of our magnificent City and puts in place a strategic pathway to ensure the diversity of Darwin is at the centre of Council's focus. This motion builds on that document in this Council Chamber, it will educate, connect as well as celebrate our multi-cultural City and provide the community with an additional opportunity to take part in the business of Council on a monthly basis.

I ask for my fellow Aldermen's support on the request for the report and I look forward to a positive outcome in connecting our Council further with our community.

Signed by me at Darwin this 2 December 2021



ALDERMAN VIM SHARMA

14 ACTION REPORTS

14.1 1ST BUDGET REVIEW 2021/2022

Author:	Financial Controller Executive Manager Finance
Authoriser:	Chief Financial Officer
Attachments:	<ol style="list-style-type: none">1. Income Statement ↓2. Statement of Cash/Fund Flows ↓3. Statement of Financial Position ↓4. Statement of Cash and Investments ↓5. Cost of Services ↓6. Statement of Capital Expenditure ↓

RECOMMENDATIONS

1. THAT the report entitled 1st Budget Review 2021/2022 be received and noted.
2. THAT Council amend the 2021/2022 budget in accordance with Section 203 of the *Local Government Act 2019*, as detailed in report entitled 1st Budget Review 2021/2022 and associated attachments one to six.

PURPOSE

The purpose of this report is to present the 1st Budget Review 2021/2022 and seek Council's endorsement of the recommended amendments to the 2021/2022 budget.

The Budget Review provides additional financial information to supplement statutory monthly financial reporting and cost of services.

KEY ISSUES

- This budget review proposes several amendments to Council's adopted 2021/22 Budget.
- The Budget is balanced, as per legislative requirements.

DISCUSSION

The 1st Budget Review is presented with no change in general funds and is compliant with Section 202 of the Local Government Act 2019, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the Local Government (General) Regulations 2021.

This report outlines a high-level summary of some of the significant movements and does not discuss in detail all the variations. The report should be read in conjunction with the detailed notes provided in the attachments for a comprehensive view of all variations.

Overall Impact

- a. "Operating Result (Income Statement)", increase of \$566,000 (debit) leading to more "Funds from operations" (**Attachment 1 & 2**).
- b. "Purchases of Infrastructure", net decrease of \$14,064,000 (debit). (**Attachment 6**).
- c. "Funds from Financing" increase by \$15,560,000 (debit) (**Attachment 2**).
- d. "Transfers from specific Reserves" decrease of \$30,189,000 (credit) (**Attachment 4**).
- e. The sum of the above (a-d) variations to the existing adopted budget result in a nil effect to the General Funds of (**Attachment 2 – Bottom Line**).

Variations of Note

Income Statement

Overall, the Income Statement deficit decreases (improves) by \$566k due to the recognition of additional capital grant income of \$1.1M. Partially offsetting income increases are increases in operational expenses which are funded by transfers from capital expenditure programs, operational grant funds or from reserves.

Operational expense increases include:

- \$150k removal of obsolete bitumen footpaths, funded by transfer from the capital Footpaths capital program. This includes \$60k increase in Employee Expenses category as works will be completed by internal staff.
- \$150k graffiti control; funded from Infrastructure Works within the Municipality grant proceeds and discussed further below.
- \$130k Boulter Rd Upgrade – funds for the current year are for design work and will not result in any immediate construction; funded by transfer from that projects capital budget (source the Developer Contributions Reserve).
- \$103k myDarwin initiative August 2021 round 8 & 9; funded from the Off & On Street Reserve (Council resolution SPE229/21).
- \$40k crack sealing works on various roads; funded by transfer from the capital Road Reseal & Rehabilitation program.
- \$9k additional sponsorship and Other Income for library projects

Grants & Contributions Capital net increase \$1.1M

Infrastructure Works within the Municipality \$650k

A \$1.73M grant was received by City of Darwin from the Department of Infrastructure, Planning and Logistics (DIPL) at the end of 2020/21 financial year (FY). This Budget Review recognises \$650k of this grant income to be expended as follows:

- \$380k COD contribution to NTG's construction of pedestrian signals Nightcliff Rd
- \$150k graffiti control (operational maintenance expenditure)
- \$120k installation of six electronic speed check signs in Larrakeyah, Wagaman and Wanguri

The balance of the grant funds of \$1.08M is retained in Current Liabilities until further projects

are scoped, these include the female changing rooms at Malak Oval and additional speed check signs across the Municipality.

Black Spot Projects

Black Spot Program 2021-22 - Funding of \$250k has been approved by DIPL for road safety works on 20 school zone speed check signs in the Darwin Municipality with Council required to co-contribute \$250k; bringing the project total to \$500k. This has been recognised in the capital grant income budget. Council's contribution is funded by a transfer from the capital Local Area Traffic Management (LATM) capital budget.

Black Spot Program 2020-21 – \$300k grant funding for road safety improvement works on Alawa Crescent was approved in the previous FY with \$42k grant income and expenditure recognised in the 2020/21 Statements. The 1st Budget Review recognises the balance of the grant to be received and expended of \$258k.

Civic Centre Redevelopment and Carpark Upgrade Project \$29.5M

The redevelopment of the Civic Centre and Carpark Upgrade (\$30M project) is still in the consultation phase and it is expected that only the design will be progressed this financial year. The 1st Budget Review 'unwinds' \$29.5M of the capital program with funds returned back to the identified reserves the project was being funded from. This will leave \$500k in the capital budget, funded from the Sale of Land Reserve, to cover the current years anticipated expenditure. The \$29.5M will be restated in the 2022/23 financial year as the project is progressed.

Loan Proceeds \$15.56M

Waste SBWMF Leachate Treatment System \$10.56M

The total external loan funding for this project is \$13.2M with \$2.64M drawn down in the previous financial year and the balance to be drawn in the current financial year. The 1st Budget Review restates the proceeds balance of \$10.56M in the statements with \$9.58M allocated to the capital project and \$975k transferred to the Waste Management Reserve (repayment of temporary use of the reserve funds at the end of the 2020/21 FY for the project).

Garramilla Boulevard Infrastructure \$5M

The 1st Budget Review restates the proceeds balance of \$5M in the statements and is allocated to the capital budget. Finalisation of the asset transfers is currently ongoing.

Parklet Project \$210k

Funds for the build of parklets funded via internal loan from the Plant & Equipment Replacement Reserve (Council resolution ORD 366/21). Total Council endorsed project is for \$250k with \$210k required in 2021/22 and the balance of \$40k to be brought into the 2022/23 FY.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
CRITICAL DATES	Local Government (General) Regulations 2021 Section 9 A council's budget for a financial year must be reviewed by the council as follows:

	<p>(a) On at least one occasion between 1 July and 31 December in the financial year;</p> <p>(b) On at least one occasion between 1 January and 30 April in the financial year</p>
BUDGET / FINANCIAL	<p>Budget/Funding: Detailed within the body and attachments of the report.</p> <p>Is Funding identified: Adoption of the recommendations in this report will amend the 2021/22 Budget.</p>
RISK ASSESSMENT	<p>Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/></p> <p>Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/></p> <p>Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/></p> <p>Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/></p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <p>Local Government Act 2019</p> <p>Section 202 <i>Budget not to be for deficit</i></p> <p>Section 203 <i>Adoption of budget or amended budget</i></p> <p>Local Government (General) Regulations 2021</p> <p>Section 9 <i>Review of budget</i></p> <p>Section 10 <i>Budget for deficit in some circumstances</i></p> <p>Section 11 <i>Reserves</i></p> <p>Policy:</p>
RESOURCE IMPLICATIONS	<p>Nil</p>
CONSULTATION & ENGAGEMENT	<p>Engagement Level: Consult</p> <p>Tactics: Request submissions of Budget Variation applications from all Departments.</p>
COMMUNICATION PLAN FOR THIS INITIATIVE	<p>Internal</p> <p>N/A</p> <p>External</p> <ul style="list-style-type: none"> • Publish amended budget as adopted on Councils website. • Notify the Department of Local Government in writing via email of the amended budget. • Publish notice in NT News informing public that copies of the amended budget may be downloaded from Council's website.

PLACE SCORE STATEMENT	N/A
DECLARATION OF INTEREST	<p>The report authors do 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>

ATTACHMENT 1

<u>Income Statement</u> for the period ended 31/10/2021	YTD Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Notes
% of year elapsed						33%	
Income from Continuing Operations							
Rates & Annual Charges (Rates, Waste & Carparking Shortfall)	25,660	76,666	76,666	-	76,666	33%	
Statutory Charges (Fines, Registrations)	905	2,358	2,358	-	2,358	38%	
User Fees & Charges (Parking, Waste & Other)	9,863	21,769	21,769	-	21,769	45%	
Grants & Contributions - Operating	575	5,578	3,615	7	3,623	16%	
Interest / Investment Income	316	1,113	1,113	-	1,113	28%	
Other Income	717	1,780	1,780	30	1,810	40%	
Total Income from Continuing Operations	38,036	109,264	107,302	37	107,338	35%	
Expenses from Continuing Operations							
Employee Expenses	12,296	37,504	37,532	60	37,592	33%	
Materials and Contracts	18,294	49,941	50,822	522	51,344	36%	
Elected Member Allowances	198	733	733	-	733	27%	
Elected Member Expenses	35	64	64	-	64	55%	
Depreciation, Amortisation & Impairment	10,706	32,720	32,720	-	32,720	33%	
Interest Expenses	141	2,350	2,350	-	2,350	6%	
Total Expenses from Continuing Operations	41,669	123,312	124,221	582	124,803	33%	
Operating Result - Continuing Operations	(3,633)	(14,048)	(16,921)	(545)	(17,465)	21%	
Grants & Contributions - Capital	2,852	12,173	13,971	1,112	15,083	19%	
Net Surplus/(Deficit) For the Year	(781)	(1,875)	(2,950)	566	(2,382)		1

Notes on recommended variations:

1. The decrease in projected deficit in the Income Statement is as detailed in Attachment 5, Cost of Services.

ATTACHMENT 2

Statement of Fund Flows						
for the period ended 31/10/2021						
	YTD Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD v Projected Result % Notes
% of year elapsed						33%
Funds from Operating Activities						
Net Operating Result From Continuing Operations	(781)	(1,875)	(2,950)	566	(2,384)	33%
Add back Depreciation (not cash)	10,706	32,720	32,720		32,720	33%
Add back Other Non Cash Items	0	629	629		629	0%
Net Funds Provided (or used in) Operating Activities	9,925	31,474	30,399	566	30,965	
Funds From Investing Activities						
Sale of Infrastructure, Property, Plants & Equipment	148	1,040	1,040	-	1,040	14%
Purchases of Infrastructure, Property, Plants & Equipment	(10,197)	(91,466)	(100,643)	14,064	(86,579)	12% 1
Net Funds Provided (or used in) Investing Activities	(10,048)	(90,426)	(99,603)	14,064	(85,539)	
Funds From Financing Activities						
Proceeds from Borrowings & Advances	12,440	29,500	29,500	15,560	45,060	28% 2
Repayment of Borrowings & Advances	(189)	(3,085)	(3,085)	-	(3,085)	6%
Funds from financing	12,251	26,415	26,415	15,560	41,975	
Net Increase (-Decrease) in Funds Before Transfers	12,128	(32,537)	(42,789)	30,189	(12,600)	
Transfers from (-to) Reserves	5,435	32,537	42,789	(30,189)	12,600	3
Net Increase (-Decrease) in Funds After Transfers	17,562	0	0	0	0	4
Notes on recommended variations:						
1. The net decrease in Purchases of Assets is as detailed in Attachment 6, Statement of Capital Expenditure. 2. Loan proceeds - Leachate Treatment +\$10.56M (\$2.64M 20/21) and Garramilla Boulevard +\$5M. 3. Net decrease in transfers from Reserves is as detailed in Attachment 4, Statement of Cash & Investments (Reserves). 4. This is the net sum of all fund flows after reserve transfers and results in a "balanced budget" (\$0). There is no increase or decrease in General Funds in the 1st Budget Review.						

ATTACHMENT 3

2020/21 Actual \$'000	Statement of Financial Position for the period ended 31/10/2021	YTD Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	Notes
	ASSETS						
	Current Assets						
24,491	Cash at Bank & Investments - unrestricted	41,990	20,359	20,359	-	20,359	
40,654	Cash at Bank & Investments - externally restricted	43,178	24,561	25,447	16,403	41,850	1
40,301	Cash at Bank & Investments - internally restricted	32,342	11,403	12,706	13,787	26,493	1
10,125	Trade & Other Receivables	47,992	9,749	9,749		9,749	
358	Inventories	361	420	420		420	
-	Non-Current Assets Held for Sale	-	-	-		-	
115,929	Total Current Assets	165,863	66,492	68,681	30,189	98,870	
	Non-Current Assets						
1,198,147	Infrastructure, Property, Plant and Equipment	1,197,490	1,029,108	1,038,284	(14,064)	1,024,219	2
1,198,147	Total Non-Current Assets	1,197,490	1,029,108	1,038,284	(14,064)	1,024,219	
1,314,076	TOTAL ASSETS	1,363,353	1,095,600	1,106,965	16,126	1,123,090	
	LIABILITIES						
	Current Liabilities						
23,698	Trade & Other Payables	10,745	21,421	21,421		21,421	
-	Rates Revenue struck (in advance)	51,237	0	0			
1,423	Borrowings	841	3,194	3,194		3,194	
21,376	Provisions & Other Liabilities	7,894	7,307	7,307		7,307	
813	Lease Liabilities	829	806	806		806	
47,310	Total Current Liabilities	71,546	32,728	32,728	0	32,728	
	Non-Current Liabilities						
16	Trade & Other Payables	6,588	-	-		-	
8,604	Borrowings	21,044	48,805	33,245	15,560	48,805	3
26,392	Provisions	33,200	25,315	25,315		25,315	
3,841	Lease Liabilities	3,841	4,652	4,652		4,652	
38,853	Total Non-Current Liabilities	64,672	78,772	63,212	15,560	78,772	
86,163	TOTAL LIABILITIES	136,218	111,500	95,940	15,560	111,500	
1,227,913	NET ASSETS	1,227,135	984,100	1,011,025	566	1,011,591	
	EQUITY						
323,029	Accumulated Surplus	322,251	331,300	356,036	(29,624)	326,412	
823,929	Asset Revaluation Reserve	823,928	616,836	616,836		616,836	
80,955	Other Reserves	80,956	35,964	38,153	30,189	68,342	
1,227,913	TOTAL EQUITY	1,227,135	984,100	1,011,025	566	1,011,591	4
Notes on recommended variations: 1. The increase in restricted funds is as detailed in Attachment 4, Statement of Cash & Investments. 2. The decrease in capital expenditure is as detailed in Attachment 6, Statement of Capital Expenditure. 3. Loan borrowings adjustment to reflect timing of proceeds for Leachate Treatment System and Garramilla Boulevard. 4. Retained Surplus & Reserves is the net effect of recommended variations on net operating result (income statement and fund flow) as per Attachment 1 Income Statement.							

ATTACHMENT 4

Cash & Investments for the period ended 31/10/2021	YTD Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	Notes
Unrestricted	41,990	20,359	20,359	-	20,359	
Externally restricted						
CBD Carparking Shortfall - Developer Cont.	13,274	6,084	5,924	7,400	13,324	1
CBD Carparking Shortfall - Rate Levy	14,085	6,748	6,826	8,000	14,826	2
Developer Contributions	1,807	1,703	1,683		1,683	
Highway/Commercial Carparking Shortfall	52	53	52		52	
Market Site Development	467	422	411	28	438	3
Other Carparking Shortfall	379	385	381		381	
Unspent Grants	2,280	2,167	2,280		2,280	
Waste Management Reserve	10,834	6,999	7,891	975	8,866	4
Total Externally Restricted	43,178	24,561	25,447	16,403	41,850	
Internally restricted						
Asset Replacement & Refurbishment	2,959	1,631	1,614		1,614	
Carry Forward	-	-	-		0	
DEC Air Conditioning Replacement	96	-	-		-	
DEC Asset Replacement/Refurbishment	103	-	-		-	
Disaster Contingency	2,035	2,035	2,035		2,035	
Election Expense	-	-	-		-	
Environmental	263	250	60		60	
IT Strategy	66	46	66		66	
Nightcliff Community Hall	78	45	46		46	
Off & On Street Carparking	2,705	1,900	2,386	(103)	2,282	5
Plant Replacement	9,109	5,496	6,359	(210)	6,149	6
Public Art	292	-	132		132	
Sale of Land	14,572	-	-	14,100	14,100	7
Street Lighting	64	-	5		5	
Total Internally Restricted	32,342	11,403	12,706	13,787	26,492	
Total Cash & Investments	117,510	56,323	58,512	30,189	88,701	

Cash & Investments for the period ended 31/10/2021	YTD Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	Notes
Notes on recommended variations: <ol style="list-style-type: none"> 1. CBD Carparking Shortfall - Developer Cont - transfer in \$7.4M for Civic Centre Redevelopment and Carpark Upgrade as project in consultation phase. 2. CBD Carparking Shortfall - Rate Levy - transfer budget in \$8M for Civic Centre Redevelopment and Carpark Upgrade as project in consultation phase. 3. Market Site Development - transfer in \$28k to recognise Mindil Markets license income 4. Waste Management Reserve - transfer in \$975k from loan proceeds Leachate Treatment project; temporary borrowings at EOY 20/21 due to timing of loan drawdown. 5. Off & On Street Carparking Reserve - transfer out \$103k MyDarwin Program round 8 & 9 (SPE229//21) 6. Plant Replacement Reserve - transfer out \$210k for Parklets program, internal loan borrowings from the reserve (ORD 366/21) for this FY. 7. Sale of Land Reserve - transfer in \$14.1M for Civic Centre Redevelopment and Carpark Upgrade as project in consultation phase. Note retains \$500k in capital budget funded from this reserve to cover expenditure for design costs this FY. 						

ATTACHMENT 5

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Reccommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed 33%							
Office of the Lord Mayor & CEO							
Income							
Governance Section	0	15	15		15	0%	
Income Total	9	15	15		15	59%	
Expense							
Chief Executive Officer Section	671	1,131	1,131		1,131	59%	
Governance Section	1,152	2,013	2,013		2,013	57%	
Marketing & Communications	513	1,002	1,152	(4)	1,148	45%	1
Strategy & Performance	244	617	617		617	40%	
Expense Total	2,579	4,763	4,913	(4)	4,909	53%	
Net Surplus/ (-Cost)	(2,571)	(4,748)	(4,898)	4	(4,894)	53%	

Office of the Lord Mayor & CEO Notes:

1. -\$4k Consolidate Smartygrants platform license fee budget (total \$13k) transfer to IT.

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Reccommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed							
33%							
Community Hub							
Income							
Animal Management	275	603	603		603	46%	
Darwin Entertainment Centre	1	134	134		134	1%	
Family & Children	155	246	246		246	63%	
Library Services	18	1,505	1,505	7	1,513	1%	1
Mosquito Control	0	136	136		136	0%	
Parks & Reserves	88	193	193		193	45%	
Recreation & Leisure	45	99	99		99	46%	
Regulatory Services	496	1,323	1,323		1,323	38%	
Roads Maintenance	256	1,967	915		915	28%	
Youth Services	2	1	1	2	3	67%	2
Workshop	10	47	47		47	21%	
Income Total	1,345	6,255	5,203	9	5,213	26%	
Expense							
Community Hub GM	200	477	477	(3)	474	42%	3
Animal Management	746	1,800	1,800	(3)	1,797	41%	4
Buildings and Facilities	868	3,227	3,227		3,227	27%	
City Maintenance	3,547	11,975	11,975	(66)	11,908	30%	5
Community & Cultural Services	257	1,461	1,477		1,477	17%	
Darwin Entertainment Centre	453	1,079	1,079		1,079	42%	
Darwin Safer Cities Program	122	402	402		402	30%	
Family & Children	194	567	567		567	34%	
Library Services	1,408	3,976	3,977	7	3,985	35%	1
Mosquito Control	130	195	195		195	67%	
Operations Administration	317	880	880		880	36%	

ATTACHMENT 5

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Reccommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed							
33%							
Parks & Reserves	3,468	9,306	9,306	216	9,522	36%	6
Pathways	660	2,023	2,023	150	2,173	30%	7
Recreation & Leisure	470	1,687	1,702		1,702	28%	
Regulatory Services	922	2,804	2,804		2,804	33%	
Roads Maintenance	828	3,628	3,628	40	3,668	23%	8
Stormwater Drainage	251	659	659		659	38%	
Youth Services	162	488	495	2	497	33%	2
Workshop	774	2,270	2,270		2,270	34%	
Workshop - Internal Plant Recharges	(965)	(4,012)	(4,012)		(4,012)	24%	
Expense Total	14,811	44,889	44,928	344	45,272	33%	
Net Surplus/ (-Cost)	(13,465)	(38,634)	(39,725)	(334)	(40,059)	34%	

Community Hub Notes:

1. +\$7k Grant/sponsorship funds received - Good Things Foundation Be Connected Get Online week \$4k, Good Things Foundation Building Digital Skills \$2.5k and Palmerston Council for Young Territory Author Awards \$1k offset by associated expenditure.
2. +\$2k Youth Advisory Committees annual Quiz for Dili event, funds raised for Action for Change Foundation; offset by associated expenditure.
3. -\$3k Consolidate Smartygrants platform license fee budget (total \$13k); transfer from GM Community to IT.
4. -\$3k Consolidate Smartygrants platform license fee budget (total \$13k); transfer from Animal Management to IT.
5. City Maintenance:
 - +\$150k - Graffiti Control Maintenance - \$1.73M grant funding for Infrastructure works within Municipality from NTG (\$380k capital pedestrian signals at Nightcliff Rd, \$120k capital for 6 speed check signs in Larrakeyah, Wagaman and Wanguri, \$1.08M retained in liabilities for further project scoping)
 - -\$216k - sewerage budget transferred to Parks and Reserves
6. +\$216k transfer in sewerage budget from City Maintenance.
7. +\$150k Footpath program removal of obsolete bitumen - transferring from capital Footpath program to operational.
8. +\$40k Crack sealing maintenance works transferred from capital to operational for maintenance works on various roads.

ATTACHMENT 5

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Reccommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed							
33%							
Innovation Hub							
Income							
City Parking	1,540	4,333	4,333		4,333	36%	
City Planning	10	61	61		61	16%	
Climate Change and Environment	50	50	50		50	100%	
Corporate Information	0	0	0		0	88%	
Development	149	405	405		405	37%	
Economic Development Tourism & Internationa	82	180	180		180	45%	
Information Communication & Technology	19	73	73		73	26%	
Innovation and Information Services	5					100%	
Property	493	1,088	1,088	28	1,115	44%	1
Public Lighting Program	0	7	7		7	1%	
Waste Management	10,650	24,811	24,811		24,811	43%	
Income Total	12,998	31,009	31,009	28	31,036	42%	
Expense							
Innovation Hub GM	144	424	424		424	34%	
City Parking	1,756	5,662	5,662		5,662	31%	
City Planning	127	374	491		491	26%	
Climate Change and Environment	155	714	1,154	(1)	1,154	13%	2
Community Engagement	143	419	419		419	34%	
Corporate Information	146	552	552		552	26%	
Design	399	1,464	1,464		1,464	27%	
Development	11	3	3	130	133	8%	3
Economic Development Tourism & Internationa	175	196	196	(2)	194	90%	4
Growth and Development Services	101	152	152		152	67%	
Information Communication & Technology	970	2,656	2,656	13	2,668	36%	5

ATTACHMENT 5

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Recommened Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed							
33%							
Innovation and Information Services	196	215	215	103	318	62%	6
International Relations	46	238	246		246	19%	
Property	67	197	197		197	34%	
Public Lighting Program	639	1,867	1,867		1,867	34%	
Smart Cities Projects	62	218	218		218	29%	
Waste Management	6,258	18,790	18,790		18,790	33%	
Engagement & Events	53	415	415		415	13%	
Websites & Digital	0	103	103		103	0%	
Expense Total	11,451	34,659	35,224	243	35,467	32%	
Net Surplus/ (-Cost)	1,547	(3,650)	(4,215)	(216)	(4,431)	-35%	

Innovation Hub Notes:

1. +\$28k - Recognise Mindil Beach market license fees.
2. -\$1k Consolidate Smartygrants platform license fee budget (total \$13k) transfer to IT.
3. +\$130k Boulter road upgrade to urban cross section - transfer from capital to operational for design work only, construction to commence within the next 18 months. Design components of the work cannot be capitalised.
4. -\$2k Consolidate Smartygrants platform license fee budget (total \$13k) transfer from to IT.
5. +\$13k transfer in to IT Smartygrants platform license fee (consolidating budget from across organisation).
6. +\$100k MyDarwin Program round 8 & 9 (SPE229//21) and \$3k other associated admin costs, funded by transfer from the Off & On Street Carparking Reserve.

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Reccommended Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed							
33%							
Corporate Hub							
Income							
Customer Experience	20	74	74		74	27%	
Finance Section	236	601	601		601	39%	
Organisational Development	0	5	5		5	0%	
Workplace Health & Safety	21	100	100		100	21%	
Income Total	277	780	780		780	36%	
Expense							
Asset Management Section	284	1,252	1,379		1,379	21%	
Chief Financial Officer Section	160	461	461		461	35%	
Corporate Services	106	655	655		655	16%	
Customer Experience	196	745	745		745	26%	
Employee Overheads (net)	(888)	(0)	(0)		(0)	-100%	
Finance Section	1,171	3,508	3,508		3,508	33%	
Fleet Management	0	98	98		98	0%	
Human Resources	401	1,103	1,103		1,103	36%	
Organisational Development	222	957	957		957	23%	
Procurement Section	84	218	218		218	39%	
Program Management	244	713	713		713	34%	
Risk & Assurance	1,865	2,301	2,330		2,330	80%	
Workplace Health & Safety	210	679	679		679	31%	
Expense Total	4,054	12,692	12,847		12,847	32%	
Net Surplus/ (-Cost)	(3,777)	(11,912)	(12,068)		(12,068)	31%	

Corporate Hub Notes:

COST OF SERVICES for the period ended 31/10/2021	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Recommened Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Referenc e Note
% of year elapsed 33%							
General							
Income							
General Revenues (rates, interest, Federal Asstce	23,406	71,206	70,295	0	70,295	33%	
Grants & Contributions and Other Income for Capital Purposes	2,852	12,173	13,971	1,112	15,083	19%	1
Income Total	26,258	83,379	84,266	1,112	85,378	31%	
Expense							
Contribution To General Funds by Other Activities	(1,936)	(5,809)	(5,809)	0	(5,809)	33%	
Depreciation & Impairment	10,706	32,118	32,118	0	32,118	33%	
Expense Total	8,770	26,309	26,309	0	26,309	33%	
Net Surplus (-Cost)	17,489	57,070	57,957	1,112	59,069	30%	
Net Surplus (-Cost) All Services	(781)	(1,875)	(2,950)	566	(2,382)	33%	

(NB This is the same result as the Income and expenses section of the Municipal Plan Summary Income Statement Section.)

General Notes on recommended variations:

1. Capital Grant Income Increases:

- \$650k Infrastructure Works Municipality funding received from NTG prior year 2021 - \$500k allocated to capital projects (\$380k COD contribution to NTG pedestrian signals Nightcliff Rd, \$120k installation 6 speed check signs Larrakeyah, Wagaman and Wanguri); \$150k allocated to operational Graffiti Control maintenance. Note \$1.73M received but \$1.08M retained in liabilities pending project scoping and not recognised in this review.
- \$250k Black Spot 2022 funding for 20 speed check signs in Darwin Municipality to be received from NTG, COD to match contribution
- \$258k Black Spot 2021 Alawa Cres Traffic Calming to be received from NTG. Note \$300k to be received with \$42k recognised & expended 2021.
- -\$46k Lee Point Rd grant funding LCRI - adjusting income and expenditure to reflect \$2.75M to be received as budget was estimated at \$2.8M

ATTACHMENT 6

Statement of Capital Expenditure for the period ended 31/10/2021 Master Account		YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Recommeneded Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Reference Note
Office of the Lord Mayor & CEO								
05/110060 Chief Executive Office Capital Projects		50	0	53	0	53	95%	
Office of the Lord Mayor & CEO Total		50	0	53	0	53	95%	
Community Hub								
05/221060 Swimming Pools Capital Projects Expenditure		10	25,000	25,000	0	25,000	0%	
05/221061 Community Projects Capital Expenditure		60	0	410	0	410	15%	
05/223065 Sports Facilities - Capital Projects		0	2,355	2,499	0	2,499	0%	
05/322062 Minor Capital Works Program		10	150	210	0	210	5%	
05/322068 Cyclepath Capital Projects		0	200	211	0	211	0%	
05/331061 Footpaths Capital Projects		11	850	850	(150)	700	2%	1
05/331064 Driveway Capital Projects		127	240	240	0	240	53%	
05/331065 Road Reseal & Rehabilitation Capital Projects		6	1,930	1,990	(670)	1,320	0%	2
05/332060 Building Maintenance Capital Projects		90	770	965	300	1,265	7%	3
05/332062 Urban Infra. Capital Project Expense (W/O ONLY)		0	20	20	0	20	0%	
05/332063 Signage & Memorial Capital Projects		9	20	29	0	29	30%	
05/332080 Public Pools Capital Refurbish Projects (W/O ONLY)		8	0	135	0	135	6%	
05/332084 Depot Capital Refurbishment Projects (W/O ONLY)		95	0	260	0	260	37%	
05/332085 Halls & Community Centres Capital Projects		8	0	75	0	75	11%	
05/332086 Open Spaces Capital Refurbishment Costs (W/O ONL'		0	1,035	1,035	0	1,035	0%	
05/332089 Darwin Entertainment Centre Capital Projects		14	99	352	0	352	4%	
05/334065 Walkway Capital Projects		68	165	165	0	165	41%	
05/334068 Mosquito Control Capital Projects		0	129	129	0	129	0%	
05/341061 Fencing Capital Projects		1	151	151	0	151	1%	
05/341062 Parks & Reserves Revitalisation Capital Projects		180	712	1,170	0	1,170	15%	
05/341063 Parks Infrastructure Capital Projects		18	143	143	0	143	13%	
05/341065 Parks Landscaping & Irrigation Capital Projects		68	300	373	0	373	18%	
05/332087 Civic Centre Capital Refurbishment Costs (W/O ONLY)		5	30,000	30,000	(29,500)	500	1%	4
05/331074 Infrastructure Major Projects		0	0	0	5,000	5,000	0%	5
Community Hub Total		790	64,268	66,413	(25,020)	41,393	2%	

ATTACHMENT 6

Statement of Capital Expenditure for the period ended 31/10/2021 Master Account	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Recommened Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Reference Note
Corporate Hub							
05/311060 Infrastructure Capital Projects	382	0	2,473	40	2,513	15%	6
05/322063 Streetscape Development & Upgrade	164	2,100	2,536	(40)	2,496	7%	6
05/322064 Road Works Capital Projects Expenditure	622	0	449	500	949	66%	7
05/322066 Roads to Recovery Capital Projects Expenditure	1,049	862	2,047	0	2,047	51%	
05/322067 LATM Capital Projects Expenditure	10	450	540	(250)	290	3%	8
05/322069 Black Spot Program	218	0	0	758	758	29%	8 & 9
05/331062 Disability Access Capital Projects (W/O ONLY)	33	55	95	0	95	35%	
05/331069 Traffic Signals Capital Projects	0	94	94	0	94	0%	
05/334060 Stormwater Drainage Capital Projects	1	1,400	1,763	(300)	1,463	0%	3
05/335060 Fleet Management Capital Projects	0	4,354	4,354	0	4,354	0%	
05/331067 Parks Lighting Capital Projects	0	103	103	30	133	0%	10
05/322070 Lee Point Road Upgrade	0	2,800	2,800	454	3,254	0%	2, 11
Corporate Hub Total	2,479	12,218	17,254	1,192	18,445	13%	
Innovation Hub							
05/331066 Public Lighting Capital Projects	17	540	834	(30)	804	2%	10
05/333062 Shoal Bay Upgrade Works	5,701	14,000	14,500	9,585	24,085	24%	12
05/431060 IT Capital Projects	60	300	360	0	360	17%	
05/453065 Off Street Parking Capital Projects	261	0	47	0	47	560%	
05/455060 Property Capital Projects	839	0	1,000	0	1,000	84%	
05/520060 Smart Cities Capital Expenditure	0	140	140	0	140	0%	
05/322061 Planning Capital Expenditure	0	0	41	210	251	0%	13
Innovation Hub Total	6,878	14,980	16,923	9,765	26,687	26%	
Capital Expenditure Total	10,197	91,466	100,643	(14,064)	86,579	12%	

ATTACHMENT 6

Statement of Capital Expenditure for the period ended 31/10/2021 Master Account	YTD Actual \$'000	Original Budget \$'000	Full Amended Budget \$'000	Recommeneded Variations \$'000	Projected Result \$'000	YTD v Projected Result %	Reference Note
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Notes on recommended variations:

1. -\$150k Footpath program - removal of obsolete bitumen, transfer from capital to operational Civil Infrastructure Pathways maintenance as works operational in nature.
2. -\$670k variations:
 - -\$500k Lee Point Rd Upgrade - revenue funds identified in the Road Reseal Capital Program to be transferred to Lee Point Upgrade project (consolidate program budget).
 - -\$130k Boulter Rd Upgrade to Urban Cross Section -transfer capital to operational for design work only, construction to commence within the next 18 months. Design components of the work cannot be capitalised.
 - -\$40k Crack sealing maintenance works transferred from capital to Roads operational for maintenance works on various roads.
3. +\$300k East Point Sewer Rising Main - transfer from Stormwater Program to Building Services Capital to cover upfront costs of leasee contribution.
4. -\$29.5M Civic Centre Building Redevelopment reduce budget (transfer back to Reserves) to \$500k for consultation project costs (funding from Sale of Land Reserve). Project is still in consultation phase and it is likely that only the design will be progressed in this financial year. Balance of \$29.5M to be restated in 2022/23 FY.
5. +\$5M Garramilla Boulevard infrastructure to be transferred from NTG; loan drawn 21/22 FY.
6. \$40k Streetscape Beautification Parap Shopping Centre - transfer from Streetscape Dev projects to Infrastructure capital to combine with the Better Suburbs Program for Parap Shopping Centre as projects will be delivered together.
7. \$500k grant funding for Infrastructure works within Municipality from NTG (total grant \$1.73M with \$1.08M retained in liabilities for further project scoping and not yet recognised in budget):
 - \$380k - Pedestrian signals at Nightcliff Rd
 - \$120k - 6 speed check signs in Larrakeyah, Wagaman and Wanguri
8. -\$250k transfer from LATM to Blackspot program for COD's co-contribution to project 20 speed check signs in Darwin Municipality; matched with \$250k from NTG grant funding
9. Blackspot program
 - +\$500k 20 Speed Check Signs \$250k grant funding and \$250k COD co-contribution (transferred from LATM program)
 - +\$258k Alawa Cres Traffic Calming grant funding from NTG (\$42k recognised in 2021 FY total to receive \$300k)
10. +\$30k Bayview Seawall Lighting Replacement transfer from Public Lighting Capital as current funding is insufficient and a further request for urgent funding required for all poles to be replaced.
11. \$454k variation:
 - -\$46k Lee Point Road Upgrade grant funding - revise estimated budget to \$2.753M from \$2.8M LRCI Phase 2 grant funding. Note \$1,38M recognised this year (received 2021) and remaining expected to be received this financial year, from Australian Government (Dept. of Infrastructure, Transport, Regional Development and Communications)
 - +\$500k Lee Point Road Upgrade - revenue funds identified in the Road Reseal Capital Program to be transferred to this project.
12. \$9.58M Leachate Irrigation System - program continuation from 20/21; recognise balance of \$13.2M loan funded project to be expended 21/22.
13. +\$210k Parklets Program - build of parklets funded from Plant Replacement Reserve as internal loan (ORD 366/21). Total project is \$250k - requesting \$210k for this financial

14.2 YOUTH ADVISORY COMMITTEE MINUTES - 11 NOVEMBER 2021 AND AMENDMENT TO TERMS OF REFERENCE

Author: Youth Engagement Officer

Authoriser: General Manager Community

Attachments:

1. Minutes Youth Advisory Committee 11 November 2021 [↓](#)
2. Current Terms of Reference Youth Advisory Committee [↓](#)
3. Amended Terms of Reference Youth Advisory Committee [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Youth Advisory Committee Minutes - 11 November 2021 and Amendment to Terms of Reference be received and noted.
2. THAT Council adopt the amended Youth Advisory Committee Terms of Reference at Attachment 3.

PURPOSE

The purpose of this report is to present the unconfirmed Minutes from the Youth Advisory Committee meeting on 11 November 2021 and amended of Terms of Reference.

KEY ISSUES

- The Youth Advisory Committee Unconfirmed Minutes of 11 November 2021 are presented at **Attachment 1**.
- The Committee are seeking adoption of amended Terms of Reference from Council at **Attachment 3**.
- The Committee reviewed the final draft strategy and prepared for presentation to Council.

DISCUSSION

The Youth Advisory Committee (YAC) Unconfirmed Minutes of 11 November 2021 are presented at **Attachment 1** for Council's information.

YAC were consulted by Officers from City Planning to discuss whether two remaining projects from the 2015 Darwin City Centre Master Plan were still relevant to young people of Darwin. The committee unanimously agreed that the projects would still be relevant but request that Council include them in discussion through the next stages when they arise to ensure they reflect current trends and issues. YAC requested Council consider more consultations with the committee in all future discussions and developments of youth focussed projects.

The Coordinator Youth Programs, presented YAC with the final draft of the 2022-2026 Youth Strategy. Members provided valuable contributions towards the development of the fold out graphic and provided feedback on the final layout. The final Youth Strategy will be presented to Council 30 November by the YAC.

The Committee saw the retirement of Anitha Selvam, due to relocating for studies interstate. The Committee wished Anitha well on her future endeavours.

Terms of Reference

The YAC considered amendments to the current Terms of Reference (**Attachment 2**) and recommend two changes:

- Section 5 Membership, 5.1 that the Terms of Reference include that YAC has a rotating Chair to allow for young members to develop skills in public speaking and leadership
- Section 6 Meetings, 6.1 that the Terms of Reference details that the frequency of meetings is no more than eight times annually to align with all other advisory committees.

The Amended Terms of Reference are at **Attachment 3** for adoption by Council.

PREVIOUS COUNCIL RESOLUTION

RESOLUTION ORD001/21

1. THAT Council, pursuant to Section 82 of the *Local Government Act 2019*, establishes the following Executive and Advisory Committees and that the respective terms of reference be ADOPTED:
 - (a) Executive Committees
 - (i) Administrative Review Committee, Terms of Reference, **Attachment 1**
 - (ii) Chief Executive Officer Performance Appraisal Committee, Terms of Reference, **Attachment 2**
 - (b) Advisory Committees
 - (i) Access and Inclusion Advisory Committee, Terms of Reference, **Attachment 3**
 - (ii) Arts and Cultural Development Advisory Committee, Terms of Reference, **Attachment 4**
 - (iii) East Point Reserve Advisory Committee, Terms of Reference, **Attachment 5**
 - (iv) International Relations Advisory Committee, Terms of Reference, **Attachment 6**
 - (v) Military and Civilian History Advisory Committee, Terms of Reference, **Attachment 7**
 - (vi) Sister City Advisory Committee, Terms of Reference, **Attachment 8**
 - (vii) Youth Advisory Committee, Terms of Reference, **Attachment 9**

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
CRITICAL DATES	Nil
BUDGET / FINANCIAL	Nil
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed through ongoing meetings with YAC members.</p>
LEGISLATION / POLICY CONTROLS	Legislation:

OR IMPACTS	Local Government Act 2019 Policy: Policy – Advisory and other Committees Policy 008 – Community Inclusion Youth Strategy 2016-2021
RESOURCE IMPLICATIONS	Nil
CONSULTATION & ENGAGEMENT	Nil
COMMUNICATION PLAN FOR THIS INITIATIVE	Nil
PLACE SCORE STATEMENT	Support the strengthening of social ties and support networks in local communities.
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

Thursday 11 November 2021
5.30pm – 7.30pm
Meeting Room 1
Civic Centre

1. MEETING OPENED

The meeting of the Youth Advisory Committee (YAC) was opened at 5:34pm by Chair Megan Rollings

2. PRESENT

Alderman Want De Rowe
Alderman Sylvia Klonaris
Megan Rollings
Henry Longden
Anais Henry-Martin
Jemima Fernandes
David Ninan

Elected Member
Elected Member (Alternate)
YAC Member
YAC Member
YAC Member
YAC Member
YAC Member

Officers
Teresa Helm
Ashleigh Pointon

Youth Engagement Officer
STEAM Programs Assistant/Minute Taker

Guests
Angela O'Donnell
Lisa Burnett
Katy Moir

Executive Manager Community & Cultural Services
Coordinator Youth Programs
Strategic Planning Officer

APOLOGIES

Manoj Rajkumar
Ruizhe Zhao
Emily Ford
Netra Gajmer

YAC Member
YAC Member
YAC Member
YAC Member

WELCOME OBSERVERS AND GUESTS

Welcome guests Angela O'Donnell, Lisa Burnett, Katy Moir.

3. MINUTES OF PREVIOUS MEETING

The minutes of the 14 October 2021 meeting were accepted as a true and accurate record by the following members:

Minutes Youth Advisory Committee Meeting 11 November 2021

Megan Rollings (Moved), Alderman Klonaris (Seconded)

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Quiz for Dili date at this stage confirmed for Thursday 25 August 2022.

5. GENERAL BUSINESS

5.1 Katy Moir – Darwin City Centre Master Plan Review

Katy Moir, from City Planning met with YAC to discuss whether two remaining projects from the Darwin City Centre Master Plan were still relevant to young people of Darwin, and appropriate to remain on the long-term plan. An arts, culture and youth precinct and a skate-able landscape were identified as concepts during stakeholder and community engagement in 2015, and YAC unanimously agreed that the projects would still be relevant but requested that Council include them in discussion through next stages when they arise to ensure they reflect current trends and issues.

ACTION	YAC request that Council consider involving them in future discussions and development of youth focussed projects
---------------	---

5.2 Terms of Reference and 2022 Calendar

YAC was advised of the changes to the updated Youth Advisory Committee Terms of Reference (TOR) by Angela O'Donnell, Executive Manager Community & Cultural Services. YAC discussed the potential for a planning day and/or working groups as alternatives to fill calendar gaps arising from reduced meeting frequency in the updated Terms of Reference. All members present moved in support of the updated Terms of Reference.

ACTION	YEO to prepare report for Council endorsement of new TOR
---------------	--

5.3 Youth Strategy Final Draft

Coordinator Youth Programs, Lisa Burnett, met with YAC to present the final Youth Strategy draft for review. YAC members provided valuable feedback on the layout and graphics.

5.4 Plan for Presenting to Council 30 November

YAC discussed the plan for presenting the Youth Strategy to Council as a group. YAC will share about the process of involvement in the Strategy development including vision of the strategy, engagement with community up to presenting the final document.

Minutes Youth Advisory Committee Meeting 11 November 2021

5.5 December End of Year Event

YAC decided to hold their end of year social gathering at Kingpin on 9 December from 6pm-8pm.

6. OTHER BUSINESS

6.1 2022 Darwin Youth Forum

YAC have been invited to attend a workshop on 25 November 5pm-7pm to help plan a Youth Forum in 2022. Flyers have been circulated to members.

6.2 Retirement of Member

Anitha Selvam has provided notification of retirement, as she is moving interstate and therefore no longer able to commit to YAC meetings.

ACTION	YEO to send letter of thanks to Anitha for her contributions to YAC
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6. MEETING CLOSED

Meeting closed at 7:29pm by Chair Megan Rollings.



YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

GOVERNANCE

1 PURPOSE

The Youth Advisory Committee is an Advisory Committee. Its purpose is to give young people a say in voicing their concerns on matters and issues that are important to them and are related to Council. YAC also assists young people involved to develop leadership, communication, teamwork and public speaking skills.

2 SCOPE

The Youth Advisory Committee (YAC) consists of a group of young people, the Council's Youth Services Team and an elected member of Council who meet to discuss and plan around issues affecting young people. YAC is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAC also assists Council in making sure that both the services and the way Council goes about its business are youth friendly so that all young residents of Darwin can be equally included and are able to participate in their community.

3 AUTHORITY / DELEGATION

The Youth Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 FUNCTIONS

The functions of the Youth Advisory Committee are to:

- a) To build the group's knowledge of issues that affect young people in Darwin so that advice can be given to Council on how to manage these issues.
- b) To work with Council to help find ways of making City of Darwin and its facilities youth friendly so that young people are comfortable in accessing them.
- c) To assist Council to action the objectives of the Youth Strategy.
- d) To provide an avenue for genuine communication between young people and Council.
- e) To gain an understanding of the responsibilities of City of Darwin and its many roles and to be actively involved in Council's decision-making processes when appropriate.
- f) To report the minutes and recommendations of each meeting to Council.

CITY FOR PEOPLE. CITY OF COLOUR.

Youth Advisory Committee - Number		Page 1 of 4
Version: 1	Decision Number: ORDxxx/21	Adoption Date: 28/09/2021
Responsible Officer: Chief Executive Officer		Next Review Date: 28/09/2025

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



YOUTH ADVISORY COMMITTEE - xxx

GOVERNANCE

- g) To help the local community better understand and be informed about youth issues, the work of the Youth Advisory Committee and its progress, through education and feedback.
- h) To provide an opportunity for young people to build on and expand their skills in leadership, communication, public speaking, solving problems, teamwork and civic affairs.

5 MEMBERSHIP

Membership will consist of:

- Up to 15 young people between 12 to 25 years of age
- 1 Council Member (and one alternate Council Member)

An appointment term is for 2 years.

Members must either live, study or work within the Darwin municipality.

Membership will be organised so that there is equal and fair representation of young people from across the age range and the various cultural groups within Darwin.

Young people whose life experience and knowledge will make the group rich in understanding youth issues from different perspectives will be actively encouraged to apply to become a member.

Members who are absent without notice for more than three meetings will be retired from the committee. Members may take three months leave from YAC each year provided they provide 10 days' notice.

5.1 CHAIR

The chair of the committee will be appointed by Council.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

The responsibility of the members are to:

- Regularly attend meetings and to actively contribute ideas and commentary.
- Actively participate in working groups, sub-committees or specialist panels as required.

CITY FOR PEOPLE. CITY OF COLOUR.

Youth Advisory Committee - xxx		Page 2 of 4
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YOUTH ADVISORY COMMITTEE - xxx

GOVERNANCE

6 MEETINGS**6.1 FREQUENCY AND LOCATION**

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than ten (10) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION**9.1 TERMS OF REFERENCE**

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

CITY FOR PEOPLE. CITY OF COLOUR.

Youth Advisory Committee - xxx		Page 3 of 4
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YOUTH ADVISORY COMMITTEE - xxx

GOVERNANCE

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

Current

CITY FOR PEOPLE. CITY OF COLOUR.

Youth Advisory Committee - xxx		Page 4 of 4
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YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

GOVERNANCE

1 PURPOSE

The Youth Advisory Committee is an Advisory Committee. Its purpose is to give young people a say in voicing their concerns on matters and issues that are important to them and are related to Council. YAC also assists young people involved to develop leadership, communication, teamwork and public speaking skills.

2 SCOPE

The Youth Advisory Committee (YAC) consists of a group of young people, the Council's Youth Services Team and an elected member of Council who meet to discuss and plan around issues affecting young people. YAC is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAC also assists Council in making sure that both the services and the way Council goes about its business are youth friendly so that all young residents of Darwin can be equally included and are able to participate in their community.

3 AUTHORITY / DELEGATION

The Youth Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 FUNCTIONS

The functions of the Youth Advisory Committee are to:

- To build the group's knowledge of issues that affect young people in Darwin so that advice can be given to Council on how to manage these issues.
- To work with Council to help find ways of making City of Darwin and its facilities youth friendly so that young people are comfortable in accessing them.
- To assist Council to action the objectives of the Youth Strategy.
- To provide an avenue for genuine communication between young people and Council.
- To gain an understanding of the responsibilities of City of Darwin and its many roles and to be actively involved in Council's decision-making processes when appropriate.
- To report the minutes and recommendations of each meeting to Council.

CITY FOR PEOPLE. CITY OF COLOUR.

Youth Advisory Committee - Number		Page 1 of 4
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YOUTH ADVISORY COMMITTEE - XXX

GOVERNANCE

- g) To help the local community better understand and be informed about youth issues, the work of the Youth Advisory Committee and its progress, through education and feedback.
- h) To provide an opportunity for young people to build on and expand their skills in leadership, communication, public speaking, solving problems, teamwork and civic affairs.

5 MEMBERSHIP

Membership will consist of:

- Up to 15 young people between 12 to 25 years of age (age as at 1 July each year)
- 1 Council Member (and one alternate Council Member)

An appointment term is for 2 years.

Members must either live, study or work within the Darwin municipality.

Membership will be organised so that there is equal and fair representation of young people from across the age range and various cultural groups. Every attempt will be made to have representation across the four electoral wards within Darwin.

Young people whose life experience and knowledge will make the group rich in understanding youth issues from different perspectives will be actively encouraged to apply to become a member.

Members who are absent without notice for more than three meetings will be retired from the committee. Members may take three months leave from YAC each year provided they provide 10 days' notice.

At the end of their term, retiring members can reapply for membership to YAC, but may not serve more than three terms in a row.

A member who reaches the age of 25 during their term, may remain on YAC until the end of the calendar year in which they turn 25.

New members can apply at any time.

5.1 CHAIR

The Youth Advisory Committee has a rotating Chair.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

A Committee Chair may be called upon to represent the Committee to Council.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

The responsibility of the members are to:

- Regularly attend meetings and to actively contribute ideas and commentary.
- Actively participate in working groups, sub-committees or specialist panels as required.

CITY FOR PEOPLE. CITY OF COLOUR.



YOUTH ADVISORY COMMITTEE - XXX

GOVERNANCE

6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than **eight (8) times** annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

CITY FOR PEOPLE. CITY OF COLOUR.



YOUTH ADVISORY COMMITTEE - XXX

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 7 December 2021.

Name: _____

Signature: _____

DRAFT

GOVERNANCE

CITY FOR PEOPLE. CITY OF COLOUR.



14.3 APPOINTMENTS TO EXTERNAL REPRESENTATIVE BODIES AND NOMINATION TO ANIMAL WELFARE ADVISORY COMMITTEE

Author: Governance Business Partner

Authoriser: Chief Executive Officer

Attachments: 1. Animal Welfare Advisory Committee Nomination Form [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Appointments to External Representative Bodies and Nomination to Animal Welfare Advisory Committee be received and noted.
2. THAT Council endorse the nomination of Manager Regulatory Services to the Animal Welfare Advisory Committee.
3. THAT Council approve the appointment of the following Council Members to External Committees for the period 7 December 2021 to 7 December 2022 as follows:

External Committee	Member	Alternate Member
Council of the Ageing NT Board (COTA)	Alderman Sylvia Klonaris	Alderman Jimmy Bouhoris
Rapid Creek Water Advisory Committee	Alderman Morgan Rickard	N/A
Tourism Top End	Alderman Peter Pangquee	Alderman Paul Arnold

PURPOSE

The purpose of this report is to put forward the nomination to the Animal Welfare Advisory Committee and extend the existing nominations to External Committees.

KEY ISSUES

- Council must, be resolution, appoint people to be members of its committees. This includes people who are Council members, Council staff or any other members of the community who are not Council members.
- Council received correspondence from Local Government Association of the Northern Territory (LGANT) requesting nominations to represent the Animal Welfare Advisory Committee.
- Council resolved at the meeting on the 28 September 2021 to appoint Elected Members to the External Committees for a period of two months.

DISCUSSION

Council appoints members to committees on an annual basis, unless otherwise specified in committee terms of reference.

That statutory committee structure for Council consists of Executive and Advisory Committees, established in accordance with the *Local Government Act 2019*.

From time to time, external organisations request Council representation to be appointed to their committees.

Animal Welfare Advisory Committee

The Local Government Association of the Northern Territory (LGANT) has written to Council calling for nominations to represent Local Government on the Animal Welfare Advisory Committee. The positions are by Ministerial appointment and is open to Elected Members and Council officers.

Nominees will be endorsed at the LGANT Executive meeting in February 2022 and sent to the Minister for consideration.

The nomination form is attached at **Attachment 1**.

PREVIOUS COUNCIL RESOLUTION

At the 28 September 2021 meeting Council resolved:

14. (a) THAT Council notes that Alderman Peter Pangquee is an Executive Committee Member appointed to the **Local Government Association of the Northern Territory (LGANT)** and that his appointment remains current until 6 November 2022
- (b) THAT Council appoint Council members to External Committees for the period 28 September 2021 to 6 December 2021 as follows:

External Committee	Member	Alternate Member
Council of the Ageing NT Board (COTA)	Alderman Sylvia Klonaris	Alderman Jimmy Bouhoris
Local Government Association of the NT (LGANT)		N/A
Rapid Creek Water Advisory Committee	Alderman Morgan Rickard	Alderman Vim Sharma
Tourism Top End	Alderman Peter Pangquee	Alderman Paul Arnold
Development Consent Authority (DCA)	Alderman Mick Palmer Alderman Peter Pangquee	Alderman Brian O'Gallagher

STRATEGIC PLAN ALIGNMENT

6 Governance Framework
6.2 Roles and Relationships

CRITICAL DATES	Nominations are required to be forwarded to LGANT by 28 January 2022.
BUDGET / FINANCIAL	Budget/Funding: Nil Is Funding identified: Nil
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Very Low</p> <p>Risks identified, in relation to this report, will be managed by ensuring good governance.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Local Government Act 2019 Policy: Meetings - 043
RESOURCE IMPLICATIONS	Existing Position No: N/A Contractor: N/A
CONSULTATION & ENGAGEMENT	Engagement Level: Inform Tactics: N/A
COMMUNICATION PLAN FOR THIS INITIATIVE	Internal N/A External N/A
PLACE SCORE STATEMENT	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> <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>

**LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN
TERRITORY**

NOMINATION FORM

ANIMAL WELFARE ADVISORY COMMITTEE



COUNCIL NAME:

1. Agreement to be nominated

I, _____ agree to be nominated as a
(name in full)

member of the ***ANIMAL WELFARE ADVISORY COMMITTEE***.

Signature: _____ Date: _____

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the
ANIMAL WELFARE ADVISORY COMMITTEE at a meeting held
on / /

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: _____

Phone No: _____

4. Nominee Information

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

4.4 What experience do you have that is relevant to this committee?

4.6 Apart from your current position what other experience have you had in local government?

5. You agree to supply the Executive with a report on the committee meetings you attend?

I agree ☐ I Disagree ☐

6. Have you read and agree to the Outside Committee procedures

Yes ☐

15 RECEIVE & NOTE REPORTS**15.1 2021 PRE-CYCLONE CLEAN UP**

Author: Climate Change & Environment Support Officer
Executive Manager Environment, Climate & Waste Services

Authoriser: General Manager Innovation

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled 2021 Pre-Cyclone Clean Up be received and noted.

PURPOSE

The purpose of this report is to inform Council of the outcomes of the 2021 Pre-Cyclone Clean Up.

KEY ISSUES

- Utilisation of the Leanyer Depot was a positive change resulting in decreased issues including wait times for other users at the Shoal bay Waste Management Facility during the collection period.
- The percentage of materials diverted from landfill increased in 2021.
- Change in service delivery to Larrakeyah Defence base minimised costs at the detriment of material diversion from landfill.
- The Pre-Cyclone Clean Up (PCCU) in its current model impacts significantly on City of Darwin (CoD) staff, assets, and general day to day service levels.
- The PCCU is being used as a disposal mechanism opposed to other preferred CoD waste services available (kerbside bin and tip tag access).
- It has been determined that a holistic review of the delivery of this service to residents is required. Officers will investigate this further and provide a report back to Council in the new year.

DISCUSSION

The Pre-Cyclone Clean Up (PCCU) is an annual service provided by the City of Darwin since 1997 that collects items from verges across the municipality that may be hazardous in the event of a cyclone. This year the PCCU ran between 6 September to 9 October.

Project Planning

This year changes to the program were trialled to improve outcomes and provide efficiencies. These included:

- Targeted advertisements through various mediums that were aimed at decreasing resources required to collect cardboard which traditionally are not a major hazard during a cyclone event. This included promotions advising residents to “place cardboard in yellow bins” as opposed to on the verge as part of the PCCU.
- Convoy collection process was no longer used. This utilised contractors time and resources more efficiently.
- CoD collected steel and general waste, while contracted services collected cardboard, white goods and E-waste.
- Northern Territory Government main arterial roads, which had historically been undertaken on weekends, were prioritised at the start of collections to minimise visual impact and safety concerns.
- Helping People Achieve (HPA) and CoD worked collaboratively to collect items directly from verges for diversion to the Trash and Treasure Recycling Centre at the Shoal Bay Waste Management Facility.
- Team Leader positions were advertised to all Operations Centre staff. Selected staff were provided with higher duties payments to increase staff engagement and promote ownership of the collection process.
- Leanyer Depot was utilised as a temporary storage of collected items for increased waste diversion and decreased weighbridge wait times to other users.
- An alternative waste collection service was delivered to Larrakeyah Defence Precinct due to access issues.
- Upon request the CoD provided PCCU services to Northcrest on the 9 October.

Training

Training was delivered by CoD to 55 CoD staff and 16 contracted staff. Two days were allocated for internal staff and one for contracted services team leaders. Each session ran for 2.5 hours and covered:

- Manual handling
- Legislation
- Hazard awareness
- Asbestos
- Heat stress
- Incident reporting
- Safe Work Method Statement (SWMS)
- Dangerous animals
- Sharps.

Media and Communications

Media and communications for the 2021 PCCU were delivered through TV, radio, and social media platforms. This continued the CoD's transition away from more traditional media formats such as newspaper and community banners. As in the previous year, PCCU flyers were omitted to increase sustainability and reduce costs.

To reach elderly members of the community who rely on more traditional media, collaboration with Council of the Ageing Northern Territory and the utilisation of the CoD Senior's Month events and the All-Abilities Expo allowed for increased engagement of this community sector. An increase in the Assisted Pick-Up service sign-ups indicates that this targeted engagement was successful.

Customer Service and Community Feedback

The CoD Customer Service team were the first point of contact for all questions and queries generated by the PCCU. It is estimated that the team fielded an average of 60 PCCU related calls daily during the four-week collection period. This is estimated to equate to 30% of all calls taken.

Common issues and trends identified included:

- Assumption that items will be collected the day after being deposited on the verge
- Awareness that PCCU had begun in their area
- Items and verges being vandalised
- Confusion as to why some items had been removed and not others
- Assisted Pick-Up bookings is a highly valued service
- Residents illegally dumping items targeting vulnerable people's verges
- Safety concerns with waste being left on verges caused residents to not participate.

Budget

The annual budget for PCCU is \$300,000 in contract and operational costs, and \$200,000 in staff wages. Costs associated with the 2021 PCCU as of 8 November 2021 is \$581,833. It is expected another \$70,000 will be put to the PCCU budget as invoices for advertising and contracted services have not been fully identified to date. The inability to accurately collect all associated internal costs is an ongoing issue for the program. A breakdown of costs as of 8 November is provided in Figure 1.

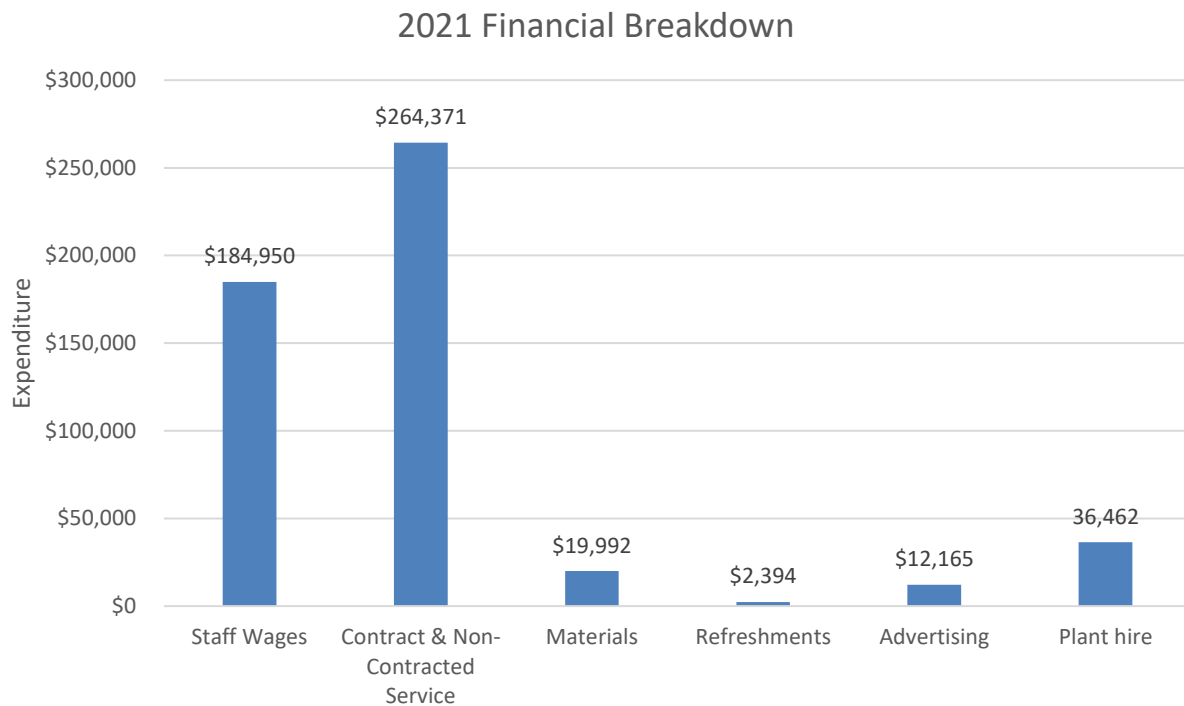


Figure 1. Financial breakdown.

Materials Collected

In total, materials collected were less than previous years (see Table 2). During the 2021 collection, e-waste and cardboard were the only resource streams that increased in volume. Both were diverted from landfill. Specific tonnages for e-waste are yet to be confirmed by the collection company. Total tonnages can, however, be estimated from previous years data. The collection total for 2020 was 20 pallets of e-waste. The 2021 PCCU has collected 41 pallets, doubling that amount. Figures 2 and 3 provide materials collected and resources diverted from landfill respectively.

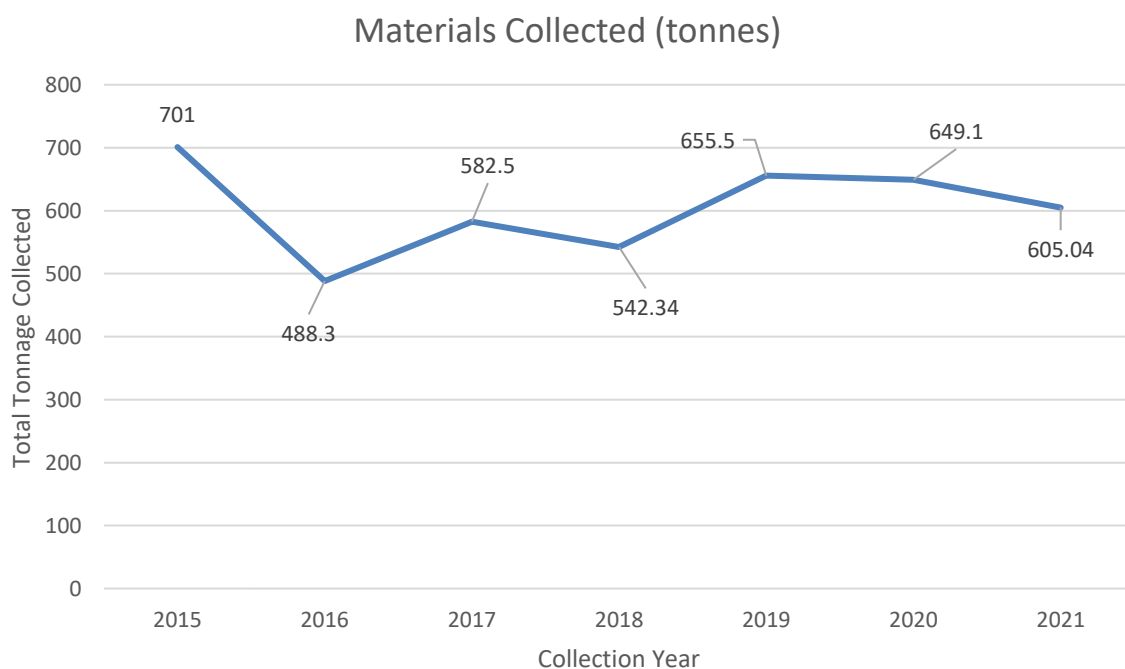


Figure 2. Total waste tonnages collected between 2015 – 2021.

Diversion From Landfill

Material Type	2020	2021	Difference
E Waste	6.08	12.50 (estimate only)	+ 6.42
White Goods	77.18	74.84	- 2.34
Scrap metal	140.42	129.62	- 10.8
Cardboard	6.05	7.45	+ 1.4
General Waste	419.37	382.67	- 36.7

Table 1. Tonnes of materials diverted from landfill.

Across all material types, diversion from landfill increased from 35% in 2020 to 37% in 2021 (see Figure 3 below).

CoD will receive an estimated return of \$24,000 from steel salvaged from the PCCU collection.

Due to a change in collection processes, Helping People Achieve (HPA) increased the number of goods collected for the Trash and Treasure Recycle Centre for resale and repurposing. This decreased some of the onus on the CoD.

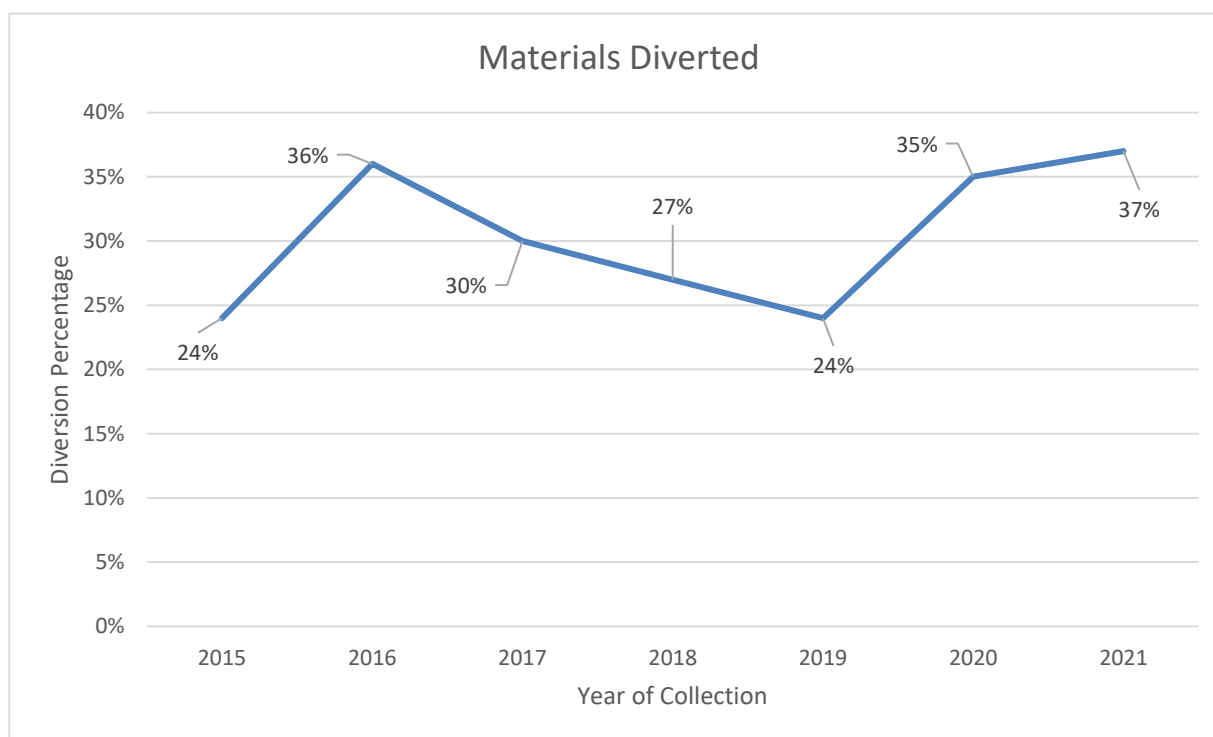


Figure 3. Percent total waste diverted from landfill between 2015 – 2021.

Reactive Collections

Throughout the PCCU period, the CoD received correspondence from residents regarding items that were not collected. Reactive collections were identified through both internal and community complaints received. With the change to the split CoD and contractor collection method, the identification of what shouldn't be collected became indistinct and resulted in significantly more reactive contractor collections required.

Commonly non-collected items occur due to:

- Late disposal of waste on verge

- Illegal dumping
- Missed collection
- Prohibited items

Contractors were engaged for a total of 31 additional days and responded to 106 collections.

Prohibited Items and Regulation of Waste

The CoD maintains a list of prohibited items that will not be accepted as they cannot be collected and transported safely. This is communicated to residents as part of the program. If detected on the verge, residents are made aware of the prohibited items by receiving a notice outlining the presence of the prohibited item and they are asked to remove it from the verge to dispose of appropriately. This year a total of 789 prohibited item notices were issued. This is an increase of 49% from the previous year (see Figure 4).

When asbestos was detected by collection crews, an external contracted service was engaged to test and remove the item on short notice to minimise associated risk to staff and the community. The total cost of removal and disposal of asbestos this year was \$4,922.50.



Figure 4. Prohibited items notices delivered to residents 2021 PCCU.

Leanyer Depot

To mitigate the impacts of wait times/traffic flow at the Shoal Bay Waste Management Facility, the Leanyer Depot was utilised for temporarily storing cardboard, e-waste, and whitegoods prior to collection for recycling. Cardboard was placed into large hook bins and emptied daily. White goods were degassed and then transported for recycling.

E-waste was placed on pallets and collected by Ecycle Solutions for transportation and delivery under the National Television and Computer Recycling Scheme. This process succeeded in lowering weighbridge movements by 20% and aided in streamlining the operational disposal processes.

Collaboration

The CoD continued its partnership with HPA repurposing items of value placed on verges. HPA's operational involvement was increased with the HPA Breaking Ground Team collecting goods directly from verges with the support of CoD's Assisted Pick-Up team. Common items collected and repurposed included:

- Bikes
- BBQ's
- Gym equipment
- Lawnmowers
- Office chairs.

Assisted Pick-Up

The Assisted Pick-Up service continued to be provided to community members who were unable to take part in the regular service due to age or impairment. The service was delivered in the weeks following the completion of the PCCU. This allowed for those eligible for the service an extended period to become aware that it was available. Over the past seven years, CoD has assisted 284 residents through the program (Table 2).

Year	2015	2016	2017	2018	2019	2020	2021
No. Pick-Ups	43	49	37	38	28	34	55

Table 2 Assisted Pick-Ups

Larrakeyah Defence Precinct

Historically, the Larrakeyah Defence Precinct (LDP) service is delivered in a blanket convoy collection system. Due to extensive construction work impacting the area and general access limitations, an alternative service was required for LDP. The CoD engaged contractors to deliver large bins to be filled by residents on the base. These were monitored by base management over the duration of nine days (two weekends). Each bin delivered was designated and clearly marked to a particular material type for diversion purposes. Over the collection period 5.14 tonnes of materials were collected from within the Larrakeyah Defence Base. Unfortunately, due to high contamination rates, there was no diversion of materials from landfill. This service was delivered to 146 properties and came to a cost of \$3,057.21.

Northcrest

A collection service within the suburb of Northcrest was introduced as an additional requirement during collection of Zone 2. To minimise impact to the service already scheduled, Northcrest collection took place on 9 October 2021. Marketing communications for residents were designed by the CoD Marketing and Communications team. This was then distributed by the developers to inform residents and encourage use of service. The PCCU service was delivered by internal operations staff at an estimated cost of approximately \$4,000. The service was underutilised in this suburb with less than 1.5 tonnes of waste collected.

Risk & Safety Reports

During the 2021 collection there was a total of nine instances of injury, plant damage and near misses reported by CoD staff. These included:

- Injury to staff: Three
- Dog attack: One
- Verbal abuse: One

- Damage to plant: Two
- Vehicle damage: One
- Vehicle near miss: One.

This increase in reports made during the 2021 PCCU can be correlated with a change in process to actively report incidents. The training provided also highlighted the importance of reporting incidents accurately.

Learnings

- Staff applying for Team Leader positions and being remunerated with higher duties proved successful for staff engagement.
- Changes to collection processes in 2021 minimised overtime required and saved outdoor staff approximately 1,595 hours of normal service duties.
- Reliance on contractor services made regulation of materials on verges less effective and increased the number of reactive collections required, negating savings made.
- Reactive collections increased as the vehicle convoy process was removed and as such is unlikely to be repeated in future years.
- The PCCU is less suitable for multi-unit dwellings. Residents of these properties cannot always safely utilise the service as multiple households are depositing items on one small verge. This can become hazardous and a nuisance to surrounding services such as appropriate access to footpaths by other members of the community.
- Meeting community expectations is limited to some degree due to limitations on communicating and educating residents on how to affectively separate materials for diversion from landfill.
- Utilising Leanyer Depot for temporary storage of collected items proved successful in terms of diverting waste and reducing access impacts on Shoal Bay Waste Management Facility.

Considering these learnings, CoD staff will continue their investigation into a holistic change to the PCCU service with the intent of implementation prior to the 2022 cyclone season. A further report will be brought to Council in 2022 on recommended changes.

PREVIOUS COUNCIL RESOLUTION

At the 24 November 2020 Ordinary Council meeting Council resolved:

15.4 2020 Pre Cyclone Clean Up/Hard Rubbish Collection

RESOLUTION ORD407/20

Moved: Alderman Simon Niblock

Seconded: Alderman Peter Pangquee

1. THAT the report entitled 2020 Pre-Cyclone Clean Up/Hard Rubbish Collection be received and noted.

CARRIED 11/0

STRATEGIC PLAN ALIGNMENT

3 A Cool, Clean and Green City

3.1 By 2030, Darwin will be recognised as a clean and environmentally responsible city

CRITICAL DATES

Nil

BUDGET / FINANCIAL	<p>Budget/Funding: Project has an ongoing \$300,000 budget with other expenses managed within operational programs.</p> <p>Is Funding identified: Yes</p> <p>Budget No: 05//333003/300</p> <p>Description: Recurrent annual funding</p>
RISK ASSESSMENT	<p> Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input checked="" type="checkbox"/> Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input checked="" type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input checked="" type="checkbox"/> </p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Low</p> <p>Risks identified, in relation to this report, will be managed through following City of Darwin policy and procedure and undertaking relevant and specific training.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Legislation:</p> <ul style="list-style-type: none"> Waste Management and Pollution Control Act 1998 <p>Policy:</p> <ul style="list-style-type: none"> No 006 - Environment – General Policy
RESOURCE IMPLICATIONS	<p>Existing Position No:2170</p> <p>Contractor: Akron, FRM Refrigeration & Air Conditioning, General Excavators, Sims Metal Management, Down Syndrome Association of the Northern Territory, (HPA) Helping People Achieve, General Excavators Darwin.</p>
CONSULTATION & ENGAGEMENT	<p>General Manager of Engineering and City Services Senior Coordinator City Maintenance Team Leader Waste Services Customer Services Supervisor Supervisor Public Places WHS Business Partner City Maintenance Contract Supervisor Training Officer Leading Hand Assisted Pick-Ups PCCU</p> <p>Engagement Level: Involve</p> <p>Tactics: N/A</p>
COMMUNICATION PLAN FOR THIS INITIATIVE	<p>A comprehensive communication plan is developed every year in collaboration with the Marketing and Communications team to engage both internally and to the community regarding the PCCU.</p>
PLACE SCORE STATEMENT	<p>The 2021 PCCU supports: Increase to the level of service for maintenance and cleaning in town centres.</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>
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15.2 GENERAL RATES REVENUE BY WARD

Author: Team Leader Revenue
Executive Manager Finance

Authoriser: Chief Financial Officer

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled General Rates Revenue by Ward be received and noted.

PURPOSE

The purpose of this report is to provide a summary of the General Rate levied by Ward for the financial years of 2020/21 and 2021/22.

KEY ISSUES

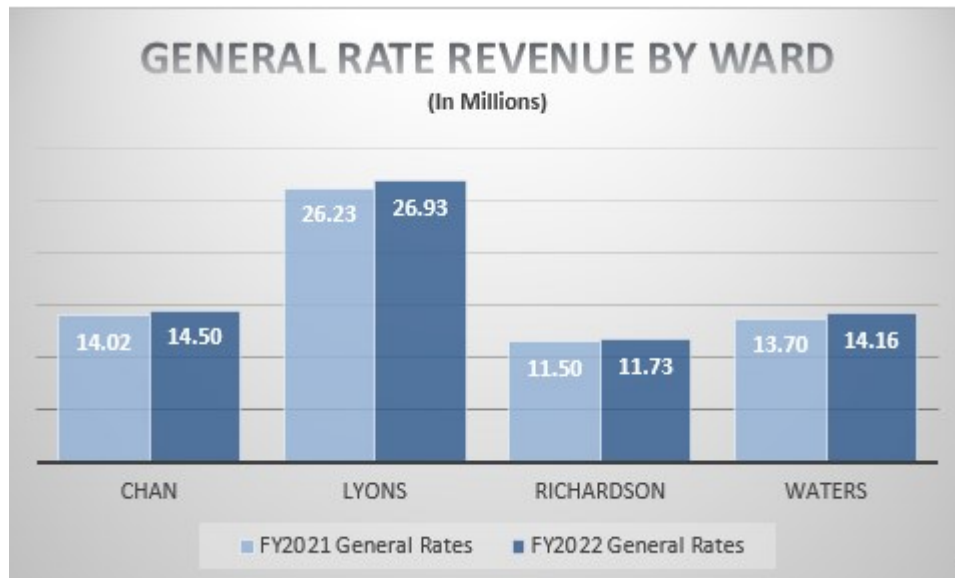
The breakdown of General Rates revenue levied per Ward across two years is as follows:

Ward	FY2021 General Rates	FY2022 General Rates	Rates Revenue Increase
CHAN	\$ 14,024,534	\$ 14,498,441	3.38%
LYONS	\$ 26,229,398	\$ 26,930,544	2.67%
RICHARDSON	\$ 11,504,808	\$ 11,732,971	1.98%
WATERS	\$ 13,702,914	\$ 14,163,664	3.36%
TOTAL:	\$ 65,461,655	\$ 67,325,619	2.85%

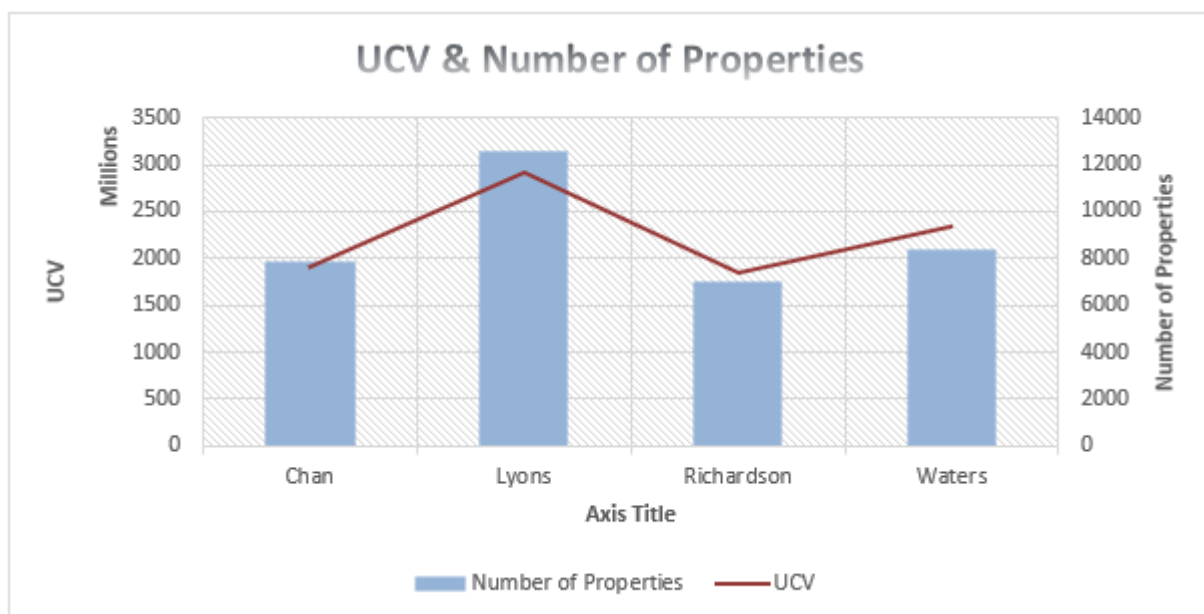
In addition to the 2.5% Rates revenue increase, a key factor for the differing increase percentages was the triennial property revaluation. The property revaluation was completed in 2020 and impacts the incidence of the 2021/22 Rates levied.

DISCUSSION

The total General Rates revenue for rateable properties within the Municipality has been increased from \$65,461,655 in financial year 2020/2021 to \$67,325,619 in financial year 2021/2022.

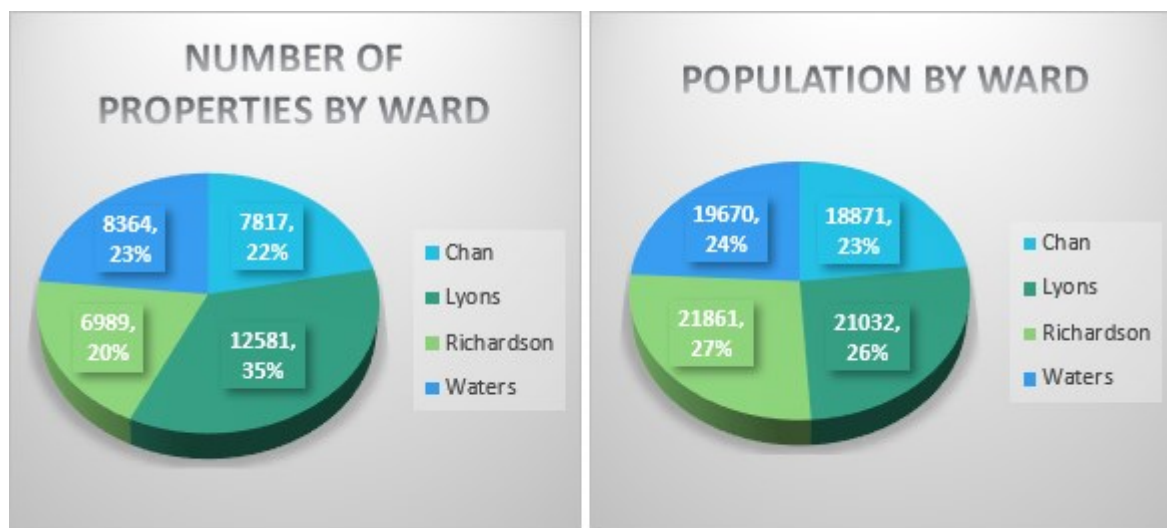


Lyons Ward generates the highest General Rate revenue, i.e. \$26,930,544 in the 2021/2022 financial year. This is driven by a higher number of properties and unimproved capital value compared to other Wards. The General Rates levied for Chan Ward and Waters Ward are relatively even. Richardson Ward levies the lowest general rate revenue, due to the lowest number of properties and the level of Unimproved Capital Value, (UCV). The chart below reports the number of properties and the UCV between Wards.



As per the below pie charts, the proportion of population by Ward aligns with the number of properties by Ward, except for Lyons Ward. This is mainly due to the density of commercial

properties in Lyons Ward.



*The population data used in the above chart is extracted from 2016 Census QuickStats from Australia Bureau of Statistics Website.

(https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC70294?opendocument)

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
CRITICAL DATES	Nil
BUDGET / FINANCIAL	Budget/Funding: Is Funding identified: N/A
RISK ASSESSMENT	<p>Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/></p> <p>Financial <input checked="" type="checkbox"/> Info Comms & Tech <input type="checkbox"/></p> <p>Legal & Compliance <input checked="" type="checkbox"/> Ops & Service Delivery <input type="checkbox"/></p> <p>Reputation & Brand <input type="checkbox"/> Work Health & Safety <input type="checkbox"/></p> <p>In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Very Low</p> <p>Risks identified, in relation to this report, will be managed Low.</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: <i>Local Government Act 2019</i>
RESOURCE	Existing Position No:

IMPLICATIONS	Contractor: Nil
CONSULTATION & ENGAGEMENT	Engagement Level: Consult The level of Rates is one of the matters consulted on with the public via the draft Annual Municipal Plan. The draft Plan is available for consultation for a minimum of 21 days, which generally occurs over the April/May timeframe.
COMMUNICATION PLAN FOR THIS INITIATIVE	Internal Nil External Nil
PLACE SCORE STATEMENT	N/A
DECLARATION OF INTEREST	The report authors do 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).

15.3 COMMUNICATIONS AND ENGAGEMENT STRATEGY 2021-2023

Author: Manager Marketing and Communications

Authoriser: Chief Executive Officer

Attachments: 1. CoD Communications and Engagement Strategy 2021-2023 [↓](#)

RECOMMENDATIONS

THAT the report entitled Communications and Engagement Strategy 2021-2023 be received and noted.

PURPOSE

The purpose of this report is to present the Communications and Engagement Strategy 2021-2023 to be received and noted by Council

KEY ISSUES

- This Communications and Engagement Strategy 2021-2023 has been developed to support the delivery of effective, prioritised and high-level communications and engagement activities.
- Currently City of Darwin does not have an overarching Communications and Engagement Strategy.
- This Strategy is based on the premise that keeping our Darwin community informed, and engaging them in decision making will help make Darwin a better place to live.
- The Strategy supports two-way communication to strengthen the relationship between Council and the community and ensure that the delivery of Council's services is based on our community's needs.
- The Strategy supports City of Darwin staff to prioritise and deliver communications and engagement activities in line with the Darwin 2030. City for People. City of Colour. Strategic Plan
- The Communications and Engagement Strategy 2021-2023 is provided at **Attachment 1**

DISCUSSION

The Communications and Engagement Strategy 2021-2023 is provided at **Attachment 1**

The Strategy outlines how City of Darwin will keep the community informed and engage them in decision making.

Darwin is a young, multicultural city and our population is diverse. There is no one communication or engagement approach that will work for everyone in all situations. This Strategy outlines our commitment to finding ways to connect with, inform and engage our diverse community through a range of approaches and communications channels.

This Strategy encompasses all City of Darwin stakeholders: including internal stakeholders as well as our many external stakeholders.

There are key principles that underpin how we deliver our communications and engagement goals.

The promise to the community and other stakeholders is for our communications to be:

- open and transparent,
- timely and responsive,
- simple and accessible,
- innovative and creative, and
- effective and responsible.

The goals outlined in the Strategy are:

- Goal 1. Let's Communicate: External Communications.

We will deliver communications that are customer focused and informative about Council decisions, services, programs and initiatives that impact our community.

- Goal 2. Let's Celebrate: Marketing and Public Relations

We will build City of Darwin's brand and reputation to help ensure we are recognised by our community and stakeholders as trustworthy, authentic and valued. We will promote our achievements with our community and stakeholders.

- Goal 3. Let's Chat: Community Engagement.

We will continue to develop an open, transparent and responsive engagement approach that reflects the diversity of our population.

- Goal 4. Let's team Up: Internal Communications.

We will improve internal communications across the organisation. We will build the capacity of Council Members and Council staff to communicate, engage and champion Council's strategic directions, services, programs and projects.

The Strategy includes an action plan for each goal. The action plans include a combination of ongoing activities and one-off projects that will be delivered across up to 2023.

Note: This Strategy was put on hold pending the inauguration of the new Council and the organisational restructure. Therefore several of the 2021 tasks and projects are either underway or completed.

This strategy was developed through:

<ul style="list-style-type: none"> • internal workshop and distribution to Senior Leadership Team and General Managers, • extensive data from digital communications platforms, • external face-to-face and online survey in July 2021 with 231 respondents. 	
PREVIOUS COUNCIL RESOLUTION	
N/A	
STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.1 By 2030, Darwin will be recognised as an iconic destination.
CRITICAL DATES	NIL
BUDGET / FINANCIAL	Budget/Funding: \$4,500 Is Funding identified: Yes, Marketing and Communications Operational Budget The Communications and Engagement Strategy 2021-2023 was developed internally with \$4,500 for design
RISK ASSESSMENT	Assets & Infrastructure <input type="checkbox"/> Environment & Waste <input type="checkbox"/> Financial <input type="checkbox"/> Info Comms & Tech <input type="checkbox"/> Legal & Compliance <input type="checkbox"/> Ops & Service Delivery <input type="checkbox"/> Reputation & Brand <input checked="" type="checkbox"/> Work Health & Safety <input type="checkbox"/> In accordance with City of Darwin Risk Management Framework, the post treatment, mitigation risk is: Very Low Risks identified, in relation to this report, will be managed treating any feedback on the Strategy appropriately.
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: NIL Policy: NIL
RESOURCE IMPLICATIONS	Existing Position No: NIL Contractor: NIL
CONSULTATION & ENGAGEMENT	Engagement Level: Consult Tactics: Internal Marketing and Communications Team workshop Distribution to managers for input External Community survey carried out to provide additional data to review how the community receives information about Council activities, decisions and projects.

COMMUNICATION PLAN FOR THIS INITIATIVE	Internal Targeted launch on intranet and City of Darwin website External Targeted launch on intranet and City of Darwin website
PLACE SCORE STATEMENT	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> <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>



COMMUNICATIONS AND ENGAGEMENT STRATEGY

2021-2023



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.



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LORD MAYOR'S MESSAGE

I believe that keeping our community informed and engaging them in decision making will help make Darwin a better place to live, work and visit. This is the aim of City of Darwin's Communications & Engagement Strategy 2021-2023.

Two-way communication is essential to strengthen the relationship between Council and the community and to ensure that the delivery of Council's services is based on our community's needs.

Darwin is a young, multicultural city and our population is diverse. There is no one communication approach that will work for everyone in all situations. We commit to finding ways to connect with, inform and engage our diverse community through a range of approaches and communications channels.

The promise to our community is for our communications to be open and transparent, timely and responsive, simple and accessible, innovative and creative, and effective and responsible.

We will deliver communications that are customer focused and informative about Council decisions, services, programs and initiatives that impact our community. This will help to build our brand and reputation.

We will also deliver community engagement that gives the people of Darwin a say in Council decisions and ensures Council is aware of the community's views, values and priorities.

This Strategy has been prepared as a framework to support Council's Darwin 2030: City for People. City of Colour Strategic Plan. The focus areas for Council's communication and engagement activities reflect Council's major initiatives including greening and beautifying Darwin, transforming Darwin with major capital works projects, environmental sustainability, digital transformation and meaningful reconciliation.

Good communication and engagement is not 'set-and-forget'. We need to be flexible, adapt to change and evaluate our practices. I encourage you to engage with Council and let us know what you think and on our part we commit to listening and keeping you informed about Council decisions and actions that impact you.

Kon Vatskalis,
Lord Mayor





OUR PRINCIPLES AND PROMISE

We will apply the following principles and promise statements to delivering this strategy:

1 OPEN AND TRANSPARENT

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

Our Promise: We respond openly and transparently.

2 TIMELY AND RESPONSIVE

We will communicate with you promptly whether you are a member of the community, a customer or representing media.

Our Promise: We are proactive, while maintaining responsiveness.

3 SIMPLE AND ACCESSIBLE

We will communicate with you in plain language.

We will use tools and methods that give you the information that you need to be informed and engaged.

Our communications will be accessible to as many impacted and interested people as possible.

Our Promise: We promote community access to Council Members and Council staff.

4 INNOVATIVE AND CREATIVE

We will be innovative and creative if doing so improves outcomes leading to better, clearer and more engaging communications.

Our Promise: Our communication is creative, innovative and engaging.

5 EFFECTIVE AND RESPONSIBLE

Our approach to communication and engagement will contribute to City of Darwin achieving its strategic goal of effective and responsible governance.

Our Promise: Our Elected Members and Council staff are informed and empowered to communicate effectively.



STRATEGIC PLANNING FRAMEWORK AND CONTEXT

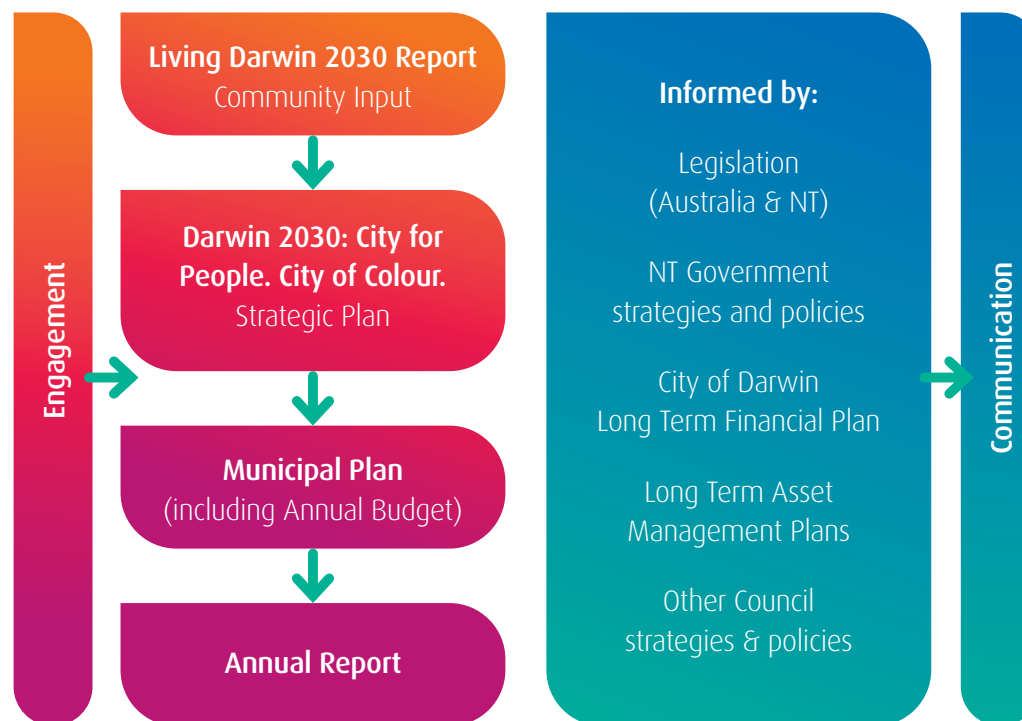
City of Darwin's Strategic Planning Framework is founded on community engagement and underpinned by a robust governance framework.

City of Darwin's 2030 vision, *City for People. City of Colour.* guides all that we do.

The integrated framework outlined here demonstrates the relationship between engagement and communications within the broader context of the City of Darwin Strategic Planning Framework.

The Framework is implemented via the deliverables outlined in the annual Municipal Plan which connects actions to budgets and operationalise these plans through internal department business plans.

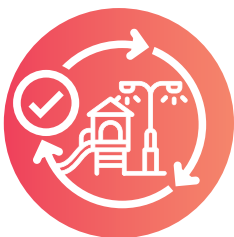
The Action Plan outlined from page 26 will inform future Department business plans. Reporting against the business plans will ensure that we are able to periodically update Council, the community and our stakeholders on the progress and achievements in delivering this strategy.



City of Darwin's vision is delivered through five strategic directions.

VISION AND STRATEGIC DIRECTIONS

Darwin 2030 City for People. City of Colour.



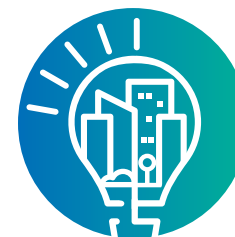
A capital city
with best practice
and sustainable
infrastructure



A safe, liveable
and healthy city



A cool, clean
and green city



A smart and
prosperous city



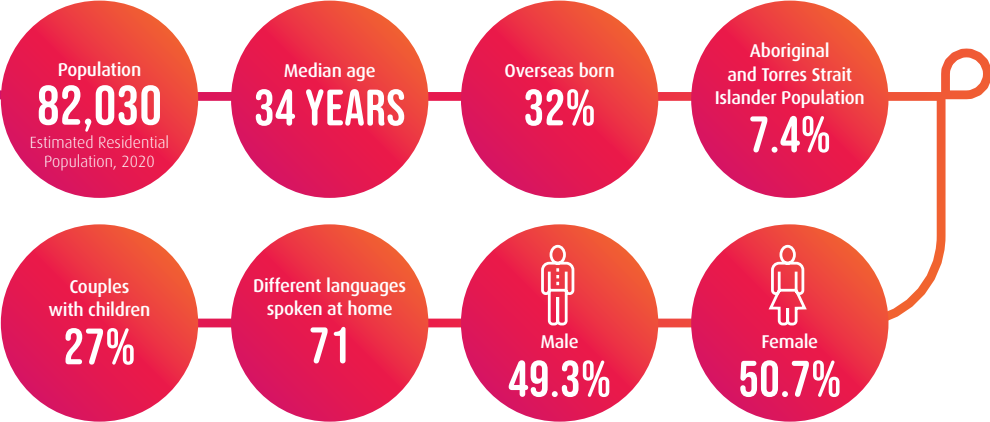
A vibrant and
creative city

Underpinned by City of Darwin's Governance Framework



OUR COMMUNITY

Our community includes the people who live, work, play and visit the municipality of Darwin, spanning 112 square kilometres with a population of over 82,000 people.



COMMUNICATION STATISTICS IN 2021



People with an internet
connection in Darwin
76.2%



9 OUT OF 10
PHONES
are smart phones.



94%
of people take their
devices with them when
they leave home



In 2021 **48%**
of Australians say they check
their mobile at least once
every 30 minutes



In 2021
OVER 50%
of Australian population go
on Facebook regularly



while
25%
use youtube 'very often'



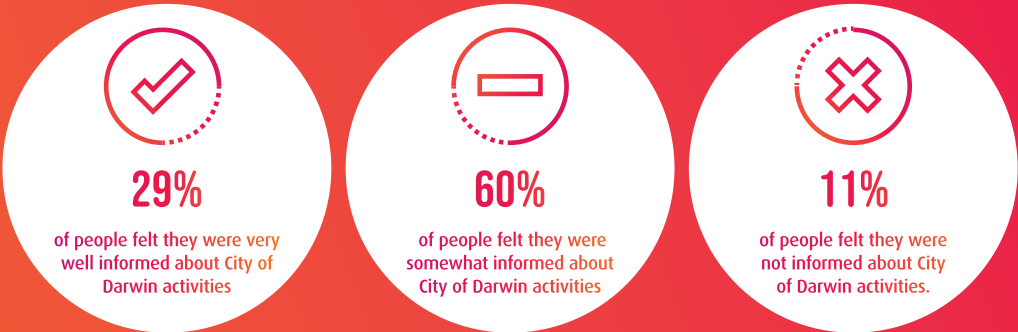
and
67%
never use twitter



In Australia in 2018,
40%
people over 35 years
bought a printed newspaper
once week



Question - How well informed do you feel you are about Council activities?



(NB. a number of these people lived outside the Darwin municipality)

City of Darwin conducted a survey of 233 people at the Darwin show in July 2021.



Question – Which of the following sources do you currently use to receive information about City of Darwin services, programs and Council events?



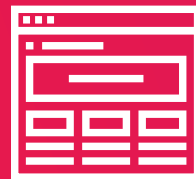
Direct contact with Council
staff face-to-face
13.7%



Direct contact with Council
staff via phone
13.3%



City of Darwin
website
55.8%



Other websites
3.4%



City of Darwin eNewsletters
(eg Vibrant communities)
8.6%



City of Darwin Communications and Engagement Strategy 2021-2023

Question – Which of the following sources do you currently use to receive information about City of Darwin services, programs and Council events?



City of Darwin Facebook pages
(or Libraries, Pools, LAUNCH)
46%



Other Facebook
pages and posts
29%



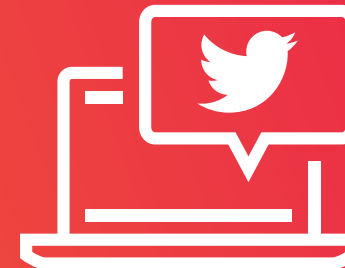
Instagram
7.3%



YouTube
3%



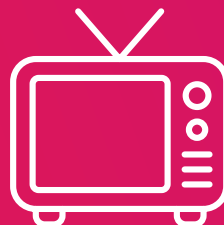
LinkedIn
1.7%



Twitter
1.3%



NT News printed newspaper
28%



TV
15.9%



Radio
21%



Displayed information
at Council facilities
14.6%



Signs on Council
roads and parks
31%



Letters, Flyers and postcards
to your letterbox
21.9%



Attend / Watch
Council meetings
2%



Word of mouth
24.9%



OUR GOALS

These are our communication and engagement goals. They guide our action plan.



Target: To deliver an ongoing communications program that is customer focused. This will be achieved by:

- Informing and engaging the community about the Council decisions, services, programs and initiatives that impact them
- Delivering timely, relevant and accessible communications through a variety of communications channels
- Creating a culture of customer focused communications practices framed on best practice approaches, robust frameworks and strategic alignment.



Target: To build City of Darwin's brand and reputation. This will be achieved by:

- Being recognized by our community and stakeholders as trustworthy, authentic and valued
- Promoting our achievements proactively with the community and our stakeholders.



Target: To develop an open, transparent and responsive engagement approach that reflects the diversity of our population and the unique Darwin lifestyle and values. This will be achieved by:

- Ensuring the community has a say in Council decisions that impact them
- Ensuring Council understands the community's views, values and priorities
- Increasing the community's awareness of how to engage with Council
- Providing opportunities for the community to input into decisions regarding controversial issues.



Target: To improve internal communications across the organisation. This will be achieved by:

- Building the capacity of Council Members and Council staff to communicate, engage and champion Council's strategic directions, services, programs and projects.
- Developing a culture of proactive communications.
- Promoting and encouraging CARES values to Council staff. City of Darwin's CARES values are customer service, accountability, respect, excellence and solidarity.

MAJOR INITIATIVES

City of Darwin's Strategic Planning Framework is integrated. This means that one initiative or action may contribute to the achievement of deliverables, targets or outcomes outlined in other Council strategy and planning documents.

Our focus areas will be achieved by delivering on major initiatives as outlined below.


Focus Area	Major Initiatives across Council	Communications and Engagement Strategy Response	When	Strategy Links
Greening & Beautifying Darwin	Develop and implement a Greening Darwin Strategy	Develop a dedicated communications plan to support the implementation of the Greening Darwin Strategy	September 2021 - ongoing	Darwin 2030 Strategic Plan Municipal Plan 2030 Greening Darwin Strategy 2030 Climate Emergency Strategy
Transforming Darwin	Develop a Priority Infrastructure Plan Major Projects Deliver Council's City Deal Infrastructure Projects Deliver the annual capital works program	Develop project-based communications and engagement plans Create appropriate and engaging signs for installation on site wherever Council works are happening to ensure people are informed Develop a new web page that is a one stop shop for all Council capital works projects	Annual / Ongoing Ongoing 2021	Darwin 2030 Strategic Plan Annual Municipal Plan Capital Works Program Darwin City Deal Advocacy and Partnership Strategy Priority Projects



Focus Area	Major Initiatives across Council	Communications and Engagement Strategy Response	When	Strategy Links
Economic Development: Visit Live Study Invest	Discover Darwin	Support the development of 2 stages of website	Stage 1 - 2021 Stage 2 - 2022	Economic Development Strategy
	myDarwin	Develop and implement a myDarwin Communications Plan	2020 - 2021	
Digital Transformation	#SmartDarwin Strategy and its pillars by 2030	Take a 'digital first' approach to communications	Ongoing	Darwin 2030 Strategic Plan Annual Municipal Plan
	Deliver a new City of Darwin website and intranets	Deliver a new City of Darwin website and intranets	Delivered in 2021	#SmartDarwin Strategy
	YourDarwin website	Support development, launch and expansion of the YourDarwin website	November 2021 - ongoing	



City of Darwin Communications and Engagement Strategy 2021-2023

Focus Area	Major Initiatives across Council	Communications and Engagement Strategy Response	When	Strategy Links
 <p>Reconciliation</p>	Implement City of Darwin Reconciliation Plan	Develop a Larrakia design guideline for use of Larrakia design in relation to City of Darwin brand	2022	Darwin 2030 Strategic Plan Annual Municipal Plan
	Promote Darwin as a destination known for its First Nations cultures and landmarks	Support the Discover Darwin website which incorporates First Nations culture		City of Darwin Reconciliation Action Plan
	Promote reconciliation through our sphere of influence	Develop an Aboriginal Engagement Strategy to guide how we engage and work with our Aboriginal Community	2022	
	Demonstrate respect to First Nations peoples by observing cultural protocols	Develop communication standards and protocols for staff to use when engaging with First Nations peoples	2022	
	Establish and maintain mutually beneficial relationships with First Nations stakeholders and organisations			
Leaders in Communications & Engagement	Manage community consultation, engagement and communication across Council	Develop and implement frameworks and toolkits for communications and engagement at City of Darwin	2022	Annual Municipal Plan
	Develop and implement an Internal Communications Strategy	Develop and deliver training for staff on communications and engagement	Ongoing	
	Manage Council's reputation through effective media management strategies, and proactive public relations			

Focus Area	Major Initiatives across Council	Communications and Engagement Strategy Response	When	Strategy Links
A clean and environmentally sustainable city	Reduce, reuse and recycle our resources	Support waste/recycling education campaign	2022	Climate Emergency Strategy and Action Plan
	Facilitate forums for environmental services providers to share information and develop relationships within the sector and with other industries	Develop a plan to manage and reduce the impact of printed communications materials on the environment	Ongoing	2030 Waste and Resource Recovery Strategy
		Establish an agreed standard for the use of recycled and recyclable materials for printing materials and merchandise	2021	
		Improve and make accessible electronic versions of Council's printed publications on Council's website and social media	2021	
		Develop standards and toolkits for staff to create online forms for Customers rather than printed forms	2021-2022	



City of Darwin Communications and Engagement Strategy 2021-2023



Focus Area	Major Initiatives across Council	Communications and Engagement Strategy Response	When	Strategy Links
Customer First	Promote Darwin as an attractive place to live and work	Enhance the City of Darwin brand, marketing and promotions to make people want to live and work in Darwin	Ongoing	Annual Municipal Plan
	Create opportunities for our customers to assess and provide input into the services offered by City of Darwin	Deliver the annual Municipal Plan legislative requirements for community engagement	Annual	Customer Service Strategy
	Communicate customer service initiatives in plain language	Develop customer focused communication	Ongoing	Economic Development Strategy
	Improve cross departmental communication and internal engagement			
Responsible pet ownership	Socially responsible pet ownership and compliance with the by-laws for animal management	Implement Great Pets Start With You awareness and behaviour change campaign	2021-2022	Dog and Cat Management Strategy 2018-2022



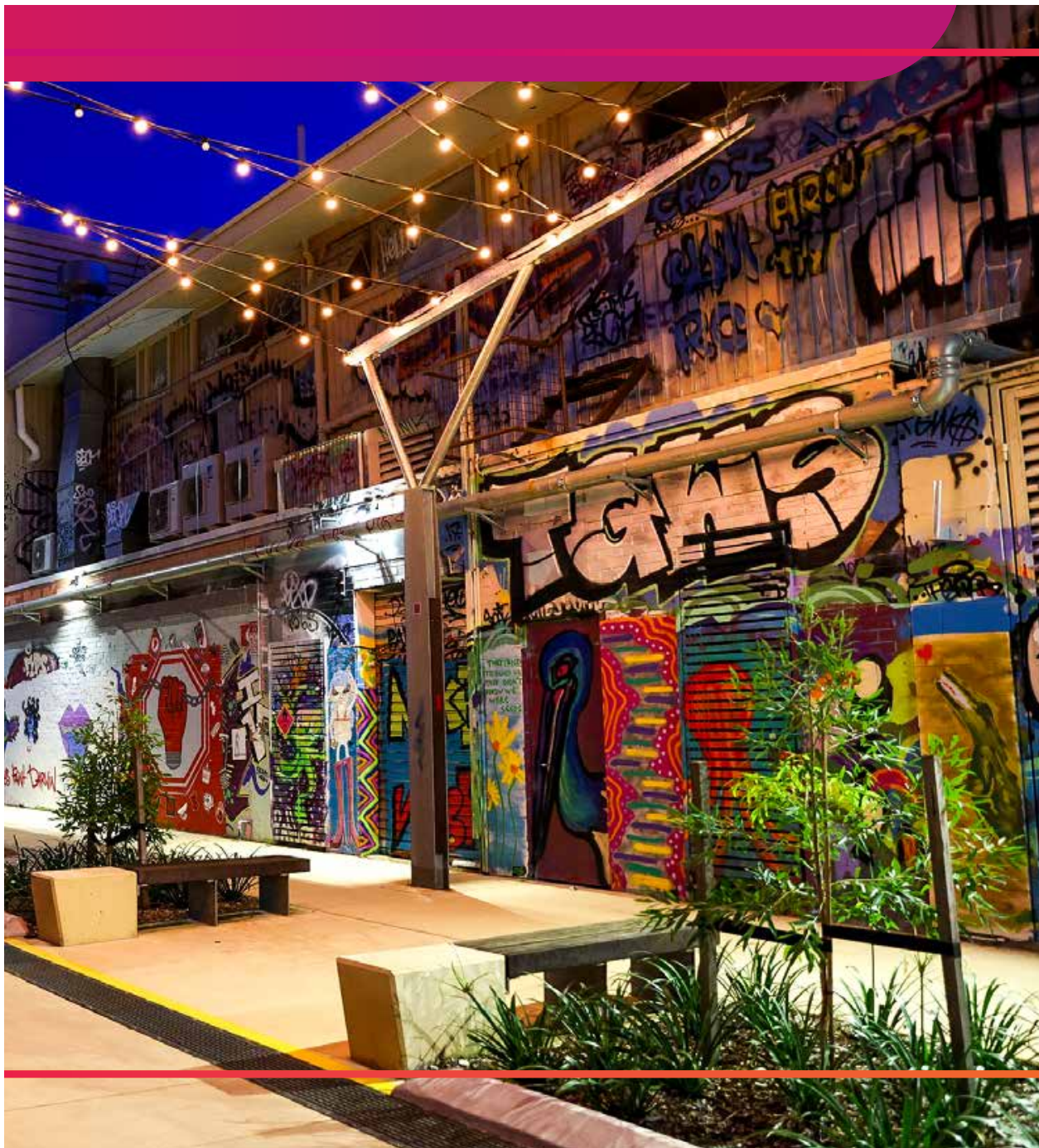
TONY LEWIS FOR DARWIN FESTIVAL

COUNCIL’S STRATEGIC ROLE

Council fulfils a number of important roles in being responsive to the needs, interests and aspirations of the community. Council can be a provider, a funder, a regulator, a partner, a facilitator, or an advocate.

City of Darwin’s Communications and Engagement Strategy and actions will take into consideration the role that Council is fulfilling when planning all communication and engagement activities for the community and stakeholders. Communication and engagement activities are informed by the key terms contained within this strategy as outlined below.



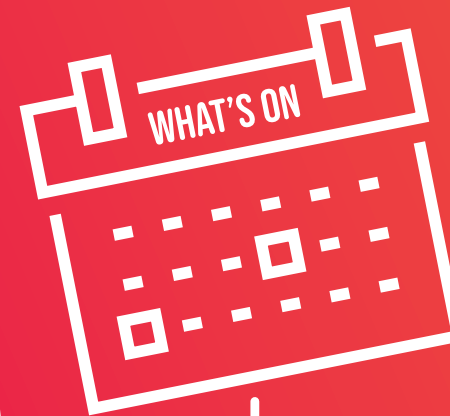


SUPPORTING DOCUMENTS

This Communications and Engagement Strategy is supported by the following City of Darwin documents:

- Media and Communications Policy
- Community Engagement Policy
- Engagement Toolkit
- Sponsorship Guidelines
- Funding Guidelines
- Brand Guidelines
- Writing Guidelines

ACTION PLAN FOR COMMUNICATIONS AND ENGAGEMENT STRATEGY







GOAL 1 LET'S COMMUNICATE: EXTERNAL COMMUNICATIONS

Deliver an ongoing communications program that is customer focused



Create a culture of customer focused communications practices framed on best practice approaches, robust frameworks and strategic alignment



Inform and engage the community about the Council decisions, services, programs and initiatives that impact them



Deliver timely, relevant and accessible communications through a wide variety of communications channels



SERVICE DELIVERY

[what we do]

Plan, deliver and advise on clear, accessible and consistent communication across multiple channels

Contribute to an informed community

Increase awareness and knowledge of City of Darwin's decisions, services, programs and initiatives

Report regularly and honestly on City of Darwin's performance to the community

Provide ongoing analysis and reporting on effectiveness of communications

Provide graphic design and video services and advice to all Council areas

Promote Council's services, events and initiatives through high quality graphic design

Develop and review communications and engagement policies, strategies and toolkits to ensure we are providing high quality strategic communications and engagement in line with best practices nationally



ACTION PLAN

Aim	Activity	Output	2021	2022	2023
Develop and manage Council's website, digital and social media platforms	Upgrade to 3 Council websites*: <ul style="list-style-type: none"> City of Darwin website Staff Intranet Elected Members Intranet 	City of Darwin website, staff intranet and Elected Member Intranet are delivered in July 2021	✓		
Provide high quality communications policies, strategies and toolkits	Deliver Communications and Engagement Strategy & Action Plan*	Present Strategy to Council for endorsement and launch	✓		
	Deliver Social Media Strategy	Endorse and launch internally		✓	
	Review Media Crisis Communications Plan	Endorse and launch internally			✓
Provide high quality communications and engagement policies, strategies and toolkits	Review Media and Communications Procedures	Endorse and launch internally		✓	
Provide resources and communications training to Council staff to elevate communications	Develop a Communications Toolkit	Endorse and launch internally		✓	
		Communications Toolkit is complete and rolled out		✓	

Aim	Activity	Output	2021	2022	2023
Improve the branding and information on Council works projects	Launch on-site signage & 'Projects' web page for all capital works and significant city operations projects	All significant projects that impact the community to be represented on the website and have either generic or program specific signage on site.	✓		
Develop a consistent style, tone and personality for digital communications	Review all external e-newsletters	E-newsletters reviewed and new process in place		✓	
Improve the customer experience of City of Darwin's website	Implement a chat bot on Council's website	External website has a trial of chat bot		✓	
Guide consistency, style and voice for all of Council's associated channels and sub-brands.	Review multiple social media platforms & support	Review completed with internal consultation		✓	
Provide ongoing analysis and reporting on effectiveness of communications	Develop a standard evaluation for significant communications plans plan for easy reporting	Evaluation template incorporated into key projects' communications plans		✓	



Aim	Action	Output
Develop an ongoing communications program	Develop an annual Communications Plan	Annual plan developed
Develop and manage Council's website, digital and social media platforms	Ensure all Council content is AA rated according to WCAG2.0 guidelines	Websites and social media platforms are kept up to date and achieve high engagement
Deliver communications that are accessible to all and inclusive of all groups in our community	Complete key Communications actions from the Access and Inclusion Plan	Accessible and inclusive communications delivered

GOAL 2 LET'S CELEBRATE: MARKETING AND PUBLIC RELATIONS

Build City of Darwin's brand and reputation
to be trustworthy authentic and valued



Celebrate and create the stories that
build a positive image of City of
Darwin – the Council, and of Darwin
as a place to live, work, play, visit,
study and invest.



Promote the strengths of
City of Darwin's decisions,
services, programs and
initiatives.



Promote our cultures, heritage,
built and natural environment.



SERVICE DELIVERY

[what we do]

Actively market City of Darwin's decisions, services, programs and initiatives

Increase the value of City of Darwin in the community and with other stakeholders

Increase pride in Darwin

Maximise participation in City of Darwin's programs and services





ACTION PLAN

Aim	Activity	Output	2021	2022	2023
Provide open and transparent media and communications	Review Media and Communications Policy	Review, internal consultation and Report to Council	✓		
Review sponsorship expenditure	External Review Percentage (%) of Council expenditure allocated to Sponsorship	Review completed and report to Council		✓	
Improve consistency of messaging	Procedure to centralise key messages to ensure consistency of message from staff and Council Members	Procedure to centralise messages included in Communications Toolkit		✓	
Update Branding Guidelines	Expand existing Brand Guidelines to incorporate all sub-brands			✓	
Investigate new channels	Investigate options for Council to develop its own channels for innovative communication of media information	Review delivered to manager		✓	



Aim	Action	Output
Promote City of Darwin activities, projects and Council decisions through the media	Deliver clear, timely, consistent and factual information to the media that will facilitate positive and accurate coverage of Council decision and activities	Timely and accurate media releases for all appropriate matters
Maintain strong relationships with journalists and media outlets	Respond to media requests in a timely manner	
Ensure Council media representatives are equipped with information and resources	Media Training for Council Members and General Managers	All Council Members have been provided the opportunity to attend media training
Provide sponsorship opportunities for key events and projects in Darwin	Manage and maintain the sponsorship program	Annual round of Sponsorship open March, assessed, endorsed. Sponsorship benefits delivered
Support correct use of City of Darwin logo and branding	Support teams with advice and approve use of branding, logos, colours and fonts	Deliver new expanded Brand guidelines
Strengthen our brand through creative, engaging and informative designs and materials	Support teams with advice and approve briefs and final drafts for design and videos for marketing and communications materials	

GOAL 3 LET'S CHAT.

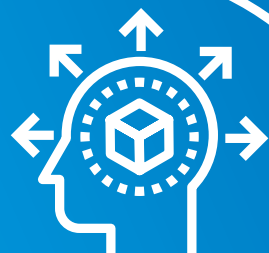


COMMUNITY ENGAGEMENT

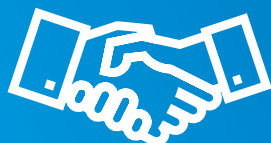
Ensure the community has a say in Council decisions that impact them and that the delivery of services and programs is informed by the needs and expectations of our communities



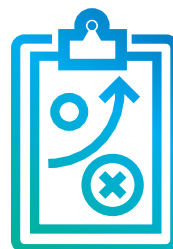
Create meaningful and inclusive engagement opportunities that result in an informed, active and connected community.



Provide stakeholders and the community with genuine opportunities to inform Council decision making.



Continue to strengthen relationships with the community so that engagement activities are ongoing conversations rather than isolated events.



SERVICE DELIVERY

[what we do]

Manage Council's community engagement program to ensure community and stakeholder participation in Council decision making

Provide our stakeholders with the information they need to participate City of Darwin's decisions, services, programs and initiatives.

- Address the requirements for community consultation and engagement set out in the Local Government Act and City of Darwin's Policy No 025 Community Engagement

Support City of Darwin teams to engage in meaningful conversations, create engagement opportunities, and analyse the feedback received, and ensure that the findings of engagement processes inform decision making.

- Ensure that the community is advised as to how their feedback informed the decision

Advocate for the community's views with internal decision makers





ACTION PLAN

Aim	Activity	Output	2021	2022	2023
Educate and empower City of Darwin employees to identify the need for meaningful engagement around Council activities	Develop an Engagement Toolkit to support the delivery of engagement programs across Council Departments	Toolkit is published on Intranet An informed and educated workforce that understands the role engagement plays in Council decision making	✓		
Strengthen the skill set of City of Darwin employees in designing and delivering engagement programs	Roll out Engagement Toolkit to Council Departments	Toolkit is rolled out to all key staff An informed and educated workforce that can proactively identify engagement requirements for Council activities	✓		
Ensure a strong and consistent online presence for Council engagement projects	Review Engage Darwin users ensuring up to date and roll out revision training	Revision training rolled out A skilled workforce that can navigate Engage Darwin and ensure an accurate online engagement presence is maintained at all times		✓	
Ensure Council's approach to community engagement continues to meet industry best practice	Review the Community Engagement Policy	Community Engagement Policy endorsed by Council after internal consultation A Community Engagement Policy that reflects industry best practice		✓	
Support a strategic approach to stakeholder identification and engagement	Develop a Strategic Engagement Framework to identify and map stakeholder engagement for each of the Strategic Directions	Strategic Engagement Framework is rolled out to staff and published on Intranet An informed workforce supported to deliver valuable stakeholder engagement		✓	



Aim	Action	Output
Ensure the Engagement Toolkit remains active and reflects internal requirements	Review the Engagement Toolkit annually and seek feedback from Departments on effectiveness	An effective and useful Engagement Toolkit that is utilised across Council Departments, under guidance from the Manager Engagement and Events
Ensure that Engage Darwin remains up to date with current engagement projects	On-line presence is maintained at all times	All relevant engagement projects are on the Engage Darwin website and are up to date Number of people registered with Engage Darwin increases each year



GOAL 4 LET'S TEAM UP: INTERNAL COMMUNICATIONS

Improve internal communications
across the organisation



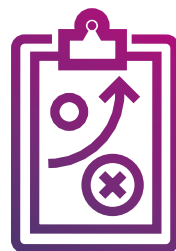
Build the capacity of staff
and Council Members to
communicate, engage and
champion Council business



Improve internal culture
and productivity



Develop a culture of
proactive communications



SERVICE DELIVERY

[what we do]

Embed the practice & drive ongoing strong Internal Communications

Continue to adapt, evaluate and elevate our internal communications

Support teams across Council to inform staff about internal and external City of Darwin projects

Maintain digital channels that support internal communications

Provide tools and templates to support managers and teams to communication with staff

Support the staff to fulfil their role as Council advocates and influencers within the community





ACTION PLAN

Aim	Activity	Output	2021	2022	2023
Provide high quality policies, strategies and toolkits	Incorporate Internal communications tools into communications toolkit	Communications Toolkit launch and accessible on Intranet		✓	
Improve internal communications across the organisation	Develop induction pack on external and internal communications	Present on communication support and capabilities at staff inductions	✓	✓	
Improve internal digital communication channels	Review new intranet after 3-6 months and determine whether additional chat tool/platform is required	Report presented to CEO on performance of new intranet		✓	



Aim	Action	Output
Prompt response to staff marketing and communications requests	Review and respond to internal requests for support in a timely fashion	Webform requests responded to within 48 hours
Improve internal communications across the organisation	Produce a monthly CEO News Email	Produce 11 editions a year
Raise awareness of Communications and engagement capabilities	Monthly update published on intranet on performance and 'wins' of City of Darwin media, marketing and communications	





Harry Chan Avenue
GPO Box 84 Darwin NT 0801
For enquiries phone us from 8am – 5pm on 8930 0300
darwin@darwin.nt.gov.au

darwin.nt.gov.au

16 REPORTS OF REPRESENTATIVES

17 QUESTIONS BY MEMBERS

18 GENERAL BUSINESS**18.1 INCOMING CORRESPONDENCE - DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE - REGARDING THE COMMUNITY JUSTICE CENTRE 2021 REVIEW**

Author: Governance Business Partner

Authoriser: Chief Executive Officer

Attachments:

1. Community Justice Centre Review [↓](#)
2. Response to Department of Attorney General and Justice [↓](#)

RECOMMENDATIONS

THAT the incoming correspondence from the Department of the Attorney-General and Justice regarding the Community Justice Centre 2021 Review be received and noted.



Department of
**THE ATTORNEY-GENERAL
AND JUSTICE**

Level 8 Old Admiralty Tower
68 The Esplanade, Darwin, NT, 0800

Postal address
GPO Box 1722
Darwin NT 0801
E agd.execcorrespondence@nt.gov.au

T 08 8935 7426

File reference: 39:MIN21:1117

Mr Scott Waters
Chief Executive Officer
Darwin City Council
GPO Box 84
Darwin NT 0801

Email: scott.waters@darwin.nt.gov.au

Dear Mr Waters

COMMUNITY JUSTICE CENTRE 2021 REVIEW

I write to seek your input into a review of Community Justice Centre functions that my Department will be undertaking over the coming month.

The Community Justice Centre provides a range of dispute resolution services across the Northern Territory; however, earlier this year there was a decision to reduce the Centre's functions to only mediating referrals under section 14 of the *Personal Violence Restraining Orders Act 2016*. The reduced service scope would result in the closure of the centre in Casuarina, with personal violence matters instead operating out of the Darwin Local Court. In response to concerns raised by our key stakeholders, we have delayed the change management process to allow for further consultation and consideration of this decision.

Your views are important to us. The primary questions guiding the review are:

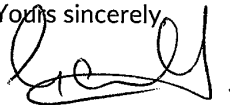
- What would be the impact of reducing Community Justice Centre functions? and
- What opportunities may be lost with this proposal?

By undertaking this review, we seek to better understand the current need for Community Justice Centre services, and establish whether the proposal to reduce the Centre's service functions is appropriate. To contribute, please respond to the short survey that is available on the Northern Territory *Have Your Say* website at: <https://haveyoursay.nt.gov.au/cjc-review>. Alternatively, you may wish to make a submission by emailing the CJC directly – cjc@nt.gov.au.

Submissions close Friday 10 December 2021. For further information about the review, or to enquire about current services, please contact Melinda Tew, Acting Director on 08 8985 8685 or by email – melinda.tew@nt.gov.au.

Thank you for your consideration of this request. We look forward to receiving your feedback.

Yours sincerely



Gemma Lake

Chief Executive Officer

18

November 2021



Civic Centre Harry Chan Avenue, Darwin NT 0800
GPO Box 84 Darwin NT 0801
darwin@darwin.nt.gov.au
P +61 8 8930 0300
F +61 8 8930 0311
TTY +61 8 8930 0577

30 November 2021

Ms Gemma Lake
CEO
Department of the Attorney General and Justice
PO Box 1722
DARWIN NT 0801

Via Email - agd.execcorrespondence@nt.gov.au

Dear Ms Lake

I wrote to you on 10 August 2021 outlining our concerns regarding proposed changes to the Community Justice Centre (CJC). This letter responds to your correspondence of 18 November 2021 outlining proposed further limitations including the closure of the CJC in Casuarina.

Our concerns remain and we anticipate negative impacts to community amenity and safety. City of Darwin is opposed to the removal of the Community Justice Centre in Casuarina and to the continuing cuts to services for our community. We appreciate the critical services that CJC have provided this community through its 18 years of operation and acknowledge that 2020 and 2021 have seen strong service delivery despite considerable challenges.

CJC's mediation services have provided critical support to City of Darwin's Regulatory Services. The CJC has, in the past, supported members of our community to resolve disputes between neighbours alleviating the need for further actions. Matters CJC have supported have ranged from use of land, boundary disputes, fencing issues, tree issues, noise complaints and animal management. In addition, CJC has mediated between community groups.

I note the Annual Report for CJC for 2020-21 highlights that, despite no service promotion, a number of changes of leadership and staffing shortages, the demand for services remained strong and the Centre continued to provide much needed mediation and support. During the period of the annual report a 69% agreement rate was reached for those who undertook mediation, increasing by 48% on the previous year. Although not directly related to our municipality I also note the partnership in the Gove Peninsula to establish culturally appropriate peacemaking and mediation processes.

I understand that proposed changes would see work by CJC limited to only some aspects of personal violence rather than the broad scope of critical services they currently provide. I urge those reducing the scope to consider the impact of their



decisions on those unable to afford legal counsel or incapable of the long term investment required by the court system in the NT. Such cuts will see more Territorians without appropriate avenues or recourse.

Access to a free community service that provides opportunities to prevent escalation and to keep matters out of the Northern Territory Court system is critical for our residents and removing this capacity would see Territorians at a distinct disadvantage.

City of Darwin believes that CJC provides critical services and that any reduction to these services is ill advised and detrimental to our community.

Yours sincerely



SCOTT WATERS
CHIEF EXECUTIVE OFFICER

18.2 INCOMING CORRESPONDENCE - MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS - REGARDING APPOINTMENTS TO THE DEVELOPMENT CONSENT AUTHORITY

Author: Governance Business Partner

Authoriser: Chief Executive Officer

Attachments: 1. Development Consent Authority Appointments [↓](#)

RECOMMENDATIONS

THAT the incoming correspondence from the Minister for Infrastructure, Planning and Logistics regarding the Appointments to the Development Consent Authority be received and noted.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

Mr Scott Waters
Chief Executive Officer
City of Darwin
GPO Box 84
DARWIN NT 0801

Email: scott.waters@darwin.nt.gov.au

Dear Mr ~~Waters~~ ^{Scott}

Pursuant to section 89(1)(a) of the *Planning Act 1999*, I am please to advise that I have appointed Aldermen Peter Pangquee and Mick Palmer as members, and pursuant to section 89(1)(b) of the *Planning Act 1999*, I have appointed Alderman Morgan Rickard as the alternate member of the Darwin Division of the Development Consent Authority in accordance with City of Darwin's nominations.

Their terms of appointment will commence on 4 December 2021 for a period of two years.

Please note, it is the responsibility of Council to notify its unsuccessful nominee.

Yours sincerely

EVA LAWLER
29 NOV 2021



19 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 25 December 2021, at UNSCHEDULED (Open Section followed by the Confidential Section), Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

20 CLOSURE OF MEETING TO THE PUBLIC

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

RECOMMENDATIONS

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

25.1 Notice of Motion - Governance Health Check

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

26.1 Civic Centre Redevelopment

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.

26.2 Dragonfly Carpark Project Completion

This matter is considered to be confidential under Section 99(2) - 51(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

26.3 Parklet Program 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.

27.1 Review of Mindil Beach Alcohol Restrictions

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

21 ADJOURNMENT OF MEETING AND MEDIA LIAISON



MINUTES

**Ordinary Council Meeting
Tuesday, 30 November 2021**

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

**MINUTES OF CITY OF DARWIN
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE,
DARWIN
ON TUESDAY, 30 NOVEMBER 2021 AT 5:30PM**

- PRESENT:** Lord Mayor Kon Vatskalis, Alderman Paul Arnold, Alderman Jimmy Bouhoris, Alderman Justine Glover, Alderman Sylvia Klonaris, Alderman Brian O'Gallagher, Alderman Mick Palmer, Alderman Peter Pangquee, Alderman Morgan Rickard, Alderman Vim Sharma, Alderman Ed Smelt, Alderman Amye Un, Alderman Rebecca Want de Rowe
- OFFICERS:** Scott Waters (Chief Executive Officer), Simone Saunders (Chief Financial Officer), Matt Grassmayr (General Manager Community), Joshua Sattler (General Manager Innovation)
- Gemma Perkins (Governance Business Partner), Russell Holden (Executive Manager Finance), Drosso Lelekis (Executive Manager Technical Services), Angela O'Donnell (Executive Manager Community and Cultural Services), Alice Percy (Executive Manager Growth and Development Services), Emma Young (Executive Manager Environment, Climate and Waste Services), Anita Stirrat (Property Officer), Charmaine Davis (Carpark Office Administrator), Lisa Burnett (Coordinator Youth Programs), Teresa Helm (Youth Engagement Officer)
- APOLOGY:** Nil
- GUESTS:** Emily Ford, David Ninan, Anais Henry-Martin, Megan Rollings and Ruizhe Zhao (Youth Advisory Committee)

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

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 ORD453/21**

Moved: Alderman Justine Glover

Seconded: Alderman Sylvia Klonaris

The Chair declared the meeting open at 5.32 pm.

CARRIED 13/0

4 APOLOGIES AND LEAVE OF ABSENCE**4.1 APOLOGIES**

Nil

4.2 LEAVE OF ABSENCE GRANTED

Nil

4.3 LEAVE OF ABSENCE REQUESTED

Nil

5 ELECTRONIC MEETING ATTENDANCE

5.1 ELECTRONIC MEETING ATTENDANCE GRANTED

Nil

5.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

Nil

6 DECLARATION OF INTEREST OF MEMBERS AND STAFF

6.1 DECLARATION OF INTEREST BY MEMBERS

Nil

6.2 DECLARATION OF INTEREST BY STAFF

Nil

7 CONFIRMATION OF PREVIOUS MINUTES

RESOLUTION ORD454/21

Moved: Alderman Peter Pangquee

Seconded: Alderman Justine Glover

That the minutes of the Ordinary Council Meeting held on 16 November 2021 be confirmed.

CARRIED 13/0

8 MOVING OF ITEMS

8.1 MOVING OF OPEN ITEMS INTO CONFIDENTIAL

Nil

8.2 MOVING OF CONFIDENTIAL ITEMS INTO OPEN

Nil

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

Nil

14 ACTION REPORTS

14.1 YOUTH STRATEGY 2022-2026

RESOLUTION ORD455/21

Moved: Alderman Peter Pangquee

Seconded: Alderman Rebecca Want de Rowe

1. THAT the report entitled Youth Strategy 2022-26 be received and noted.
2. THAT Council adopt the Youth Strategy 2022-2026.

CARRIED 13/0

14.2 REVIEW OF POLICY 024 - INVESTMENT POLICY

RESOLUTION ORD456/21

Moved: Alderman Morgan Rickard

Seconded: Alderman Ed Smelt

1. THAT the report entitled Review of Policy 024 – Investment be received and noted.
2. THAT Council endorse the revised Policy 024 – Investment.

CARRIED 13/0

14.3 PARKSIDE ESTATE BERRIMAH - PLACE NAMES APPLICATION

RESOLUTION ORD457/21

Moved: Alderman Brian O'Gallagher

Seconded: Alderman Sylvia Klonaris

1. THAT the report entitled 'Parkside Estate Berrimah - Place Names Application' be received and noted.
2. THAT Council support the two proposed road names and one park name, for Parkside Estate Berrimah:
 - (a) Road 1 – Whipray Circuit
 - (b) Road 2 – Parisia Court
 - (c) Park – Macumba Park

CARRIED 13/0

14.4 COMMUNITY CONSULTATION OUTCOME - WALKWAY 207 - CREBER COURT TO MCMILLANS ROAD KARAMA

RESOLUTION ORD458/21

Moved: Alderman Justine Glover

Seconded: Alderman Brian O'Gallagher

1. THAT the report entitled Walkway Community Consultation Outcome – Walkway 207 (Creber

Court to McMillans Road, Karama) be received and noted.

2. THAT Council approve night-time closure from 9pm to 5:30am of Walkway 207 Creber Court to McMillans Road, Karama.
3. THAT the residents who provided feedback through the consultation process be informed of Council's decision.

CARRIED 13/0

14.5 REMOTELY PILOTED AIRCRAFT POLICY

RESOLUTION ORD459/21

Moved: Alderman Morgan Rickard

Seconded: Lord Mayor Kon Vatskalis

1. THAT the report entitled Remotely Piloted Aircraft Policy be received and noted.
2. THAT the policy titled Remotely Piloted Aircraft Policy be approved.

CARRIED 13/0

14.6 APPOINTMENT TO ACTIVATE DARWIN ADVISORY BOARD

RESOLUTION ORD460/21

Moved: Alderman Vim Sharma

Seconded: Alderman Rebecca Want de Rowe

1. THAT the report entitled Appointments to Activate Darwin Advisory Board be received and noted.
2. THAT Council approves the appointment of Alderman Paul Arnold to the Activate Darwin Advisory Board as representative of the Council until 23 May 2023.

CARRIED 13/0

TAKE OFF TABLE

RESOLUTION ORD461/21

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Jimmy Bouhoris

THAT this item be taken off the table and be considered as the next item of business.

CARRIED 13/0

14.7 LEE POINT SUBDIVISION PLACE NAMES APPLICATION**RESOLUTION ORD462/21**

Moved: Alderman Mick Palmer

Seconded: Alderman Jimmy Bouhoris

1. THAT the report entitled Lee Point Subdivision Place Names Application be received and noted.
2. THAT Council support the four road names for stage one, already approved by the Northern Territory Place Names Committee:
 - (a) Road A – Melaleuca Street
 - (b) Road B – Cycad Circuit
 - (c) Road C – Monsoon Road
 - (d) Road D – Teatree Street
3. THAT Council support the proposed five road names for stages six and seven that are yet to be approved by the Northern Territory Place Names Committee:

Stage six

 - (a) Vine Street
 - (b) Mangrove Way

Stage seven

 - (a) Rainforest Court
 - (b) Canopy Crescent
 - (c) Thicket Street
4. THAT Council support the alternative road name, as a substitute for any road names that may not meet the Place Names Committee approval:
 - (a) Sanctuary Court

CARRIED 12/1

15 RECEIVE & NOTE REPORTS

Alderman Rebecca Want de Rowe departed the meeting at 5:57 pm.

15.1 STORMWATER DRAINAGE INFRASTRUCTURE CCTV SURVEYS UPDATE**RESOLUTION ORD463/21**

Moved: Alderman Peter Pangquee

Seconded: Alderman Ed Smelt

THAT the report entitled Stormwater Drainage Infrastructure CCTV Surveys Update be received and noted.

CARRIED 12/0

Alderman Rebecca Want de Rowe re-joined the meeting at 5:58 pm.

15.2 JINGILI WATER GARDENS - INTRODUCTION OF CCTV NETWORK BY THE NORTHERN TERRITORY GOVERNMENT**RESOLUTION ORD464/21**

Moved: Alderman Brian O'Gallagher

Seconded: Alderman Rebecca Want de Rowe

THAT the report entitled Jingili Water Gardens – Introduction of CCTV Network by the Northern Territory Government be received and noted.

CARRIED 13/0

15.3 DARWIN CITY CENTRE MASTER PLAN REVIEW 2021 - NOVEMBER UPDATE**RESOLUTION ORD465/21**

Moved: Alderman Brian O'Gallagher

Seconded: Alderman Justine Glover

1. THAT the report entitled 'Darwin City Centre Master Plan Review 2021 – November Update' be received and noted.
2. THAT Council note the concepts in the Darwin City Centre Master Plan that have not yet commenced are still relevant but not currently feasible to warrant a cost/benefit analysis.
3. THAT Council note that a Darwin Municipal Master Plan will enable a strategic framework for planning and development priorities across the municipality.

CARRIED 13/0

15.4 PLAY AND ACTIVE RECREATION SPACE STRATEGY UPDATE**RESOLUTION ORD466/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Morgan Rickard

THAT the report entitled Play and Active Recreation Space Strategy Update be received and noted.

CARRIED 13/0

15.5 QUARTERLY PERFORMANCE REPORT - SEPTEMBER 2021 (Q1)**RESOLUTION ORD467/21**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Ed Smelt

THAT the report entitled Quarterly Performance Report – September 2021 (Q1) be received and noted.

CARRIED 13/0

15.6 MONTHLY FINANCIAL REPORT - OCTOBER 2021**RESOLUTION ORD468/21**

Moved: Lord Mayor Kon Vatskalis

Seconded: Alderman Rebecca Want de Rowe

THAT the report entitled Monthly Financial Report – October 2021 be received and noted.

CARRIED 13/0

15.7 EAST POINT RESERVE ADVISORY COMMITTEE MEETING MINUTES - 28 OCTOBER 2021**RESOLUTION ORD469/21**

Moved: Alderman Mick Palmer

Seconded: Alderman Morgan Rickard

1. THAT the report entitled East Point Reserve Advisory Committee Meeting Minutes – 28 October 2021 be received and noted.
2. THAT Council notes the committee recommendation to develop an East Point Reserve Strategic Plan.

CARRIED 13/0

15.8 COMMUNITY ADVISORY COMMITTEE MINUTES**RESOLUTION ORD470/21**

Moved: Lord Mayor Kon Vatskalis

Seconded: Alderman Amye Un

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

CARRIED 13/0

15.9 RISK MANAGEMENT & AUDIT COMMITTEE MINUTES - 29 OCTOBER 2021**RESOLUTION ORD471/21**

Moved: Alderman Brian O'Gallagher

Seconded: Alderman Jimmy Bouhoris

THAT the report entitled Risk Management & Audit Committee Minutes – 29 October 2021 be received and noted.

CARRIED 13/0

16 REPORTS OF REPRESENTATIVES**RESOLUTION ORD472/21**

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Jimmy Bouhoris

THAT the following Reports of Representatives be received and noted.

16.1

Alderman Smelt reported on site tour with the Assertive Outreach team. Incredibly valuable. Thanks to Shannon and Lauren.

16.2

Alderman Morgan Rickard reported on the site tour with the Assertive Outreach team. A very effective team.

16.3

Alderman Brian reported on the community meeting on Boulter Road. Action is happening, Council is interested in the issue.

16.4

Alderman Morgan Rickard reported on the meeting with Casuarina Childcare and Minister Moss. Encouraging despite the difficulties.

16.5

Alderman Sylvia Klonaris reported on Sanderson Middle School awards ceremony for year nine at the school.

CARRIED 13/0

17 QUESTIONS BY MEMBERS

17.1 STREET LIGHTS

Question

Alderman Ed Smelt queried how many street and public lights in City of Darwin municipality require conversation to LED? What proportion of total lights operated by City of Darwin does this represent? What is our current plan for ongoing conversation to LED lighting?

Answer

The General Manager Innovation responded and advised 9000 street parks and 800 park lights. 9700 have been updated to LED. Just under 99%. Remaining lights in Tiwi, subject to budget.

17.2 BAGOT OVAL MASTERPLAN

Question

Alderman Ed Smelt requested an update on Bagot Oval Masterplan timeline based on inception meeting with the consultant last week?

Answer

The General Manager Community responded and advised Bagot Oval Masterplan timeline based on inception meeting with the consultant last week.

MILESTONES		Commence	Finalise	Reports Council to
SITUATION ANALYSIS		22/11/21	23/12/21	
CONSULTATION PLAN		13/12/21	23/12/21	
CLIENT REVIEW & FEEDBACK		17/1/22	28/1/22	
CONSULTATION		31/1/22	4/3/22	
CONSULTATION OUTCOMES REPORT		7/3/22	25/3/22	12/04/2022
DRAFT MASTERPLAN 75% & REPORT		7/3/22	15/4/22	
COST ESTIMATE (QS)		18/4/22	29/4/22	
CLIENT REVIEW		2/5/22	13/5/22	17/05/2022
STAKEHOLDER PRESENTATION - 1Wk presentations & 1Wk responses		16/5/22	27/5/22	
FINAL MASTERPLAN & REPORT - Inclusive of Staging & Budgets		30/5/22	10/6/22	28/06/2022

17.3 PHOENIX STREET NIGHTCLIFF**Question**

Alderman Morgan Rickard seeking information from the relevant departments at NTG about how and when the parking spots outside the old police station on Phoenix Street, Nightcliff, will be made available for use by the general public again; and provide that information to council?

Answer

The Chief Executive Officer took the question on notice.

17.4 BUFFALO CREEK BOAT RAMP**Question**

Alderman Bouhoris queried the Buffalo Creek upgrade.

Answer

The Chief Financial Officer responded and advised that we are waiting on information. Expected in March 2022.

17.5 ALDERMAN**Question**

Alderman Brian queried follow up re advice from alderman to council

Answer

The Chief Executive Officer responded and advised a report will go to Council in the New Year.

17.6 MINISTER FOR LOCAL GOVERNMENT**Question**

Alderman Klonaris followed up the invite to the Minister for Local Government.

Answer

The Chief Executive Officer responded and advised that the invite has been sent however waiting a response.

18 GENERAL BUSINESS**18.1 INCOMING CORRESPONDENCE - MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS REGARDING THE DEVELOPMENT OF LEE POINT****RESOLUTION ORD473/21**

Moved: Lord Mayor Kon Vatskalis

Seconded: Alderman Rebecca Want de Rowe

THAT the incoming correspondence from the Minister for Infrastructure, Planning and Logistics regarding the Development of Lee Point be received and noted.

CARRIED 13/0

18.2 INCOMING CORRESPONDENCE - SENATOR MALARNDIRRI MCCARTHY REGARDING ELECTORAL LEGISLATION AMENDMENT (VOTER INTEGRITY) BILL 2021**RESOLUTION ORD474/21**

Moved: Lord Mayor Kon Vatskalis

Seconded: Alderman Rebecca Want de Rowe

THAT the incoming correspondence from Senator Malarndirri McCarthy regarding the Electoral Legislation Amendment (Voter Integrity) Bill 2021 be received and noted.

CARRIED 13/0

18.3 SAFETY ASSESSMENT**RESOLUTION ORD475/21**

Moved: Alderman Ed Smelt

Seconded: Alderman Morgan Rickard

THAT the Chief Executive Officer provide a report to Council with a safety assessment of the informal pedestrian crossing on the eastern leg of the roundabout at Progress Drive and Dick Ward Drive in Nightcliff and the current speed limits on Progress Drive between Dick Ward Drive and Nightcliff Road.

During the works for the new police station in Nightcliff, a temporary pedestrian refuge has been staked out with bollards. This has improved pedestrian safety for Coconut Grove residents crossing Progress Drive to access schools and shops in Nightcliff and Rapid Creek, however, will be removed with the conclusion of the works. Currently the eastbound section of Progress Drive between Dick Ward Drive and Nightcliff Road is 50 km/hr while the westbound section is 60 km/hr. This difference in speed limits on opposite sides of the same road can be confusing and send mixed messages to drivers in this highly pedestrianised area.

The report is to include a safety assessment, potential upgrade options for increasing safety at the informal pedestrian crossing and review of speed limits, with respective cost estimates, for presentation at the 1st Ordinary Council Meeting in March 2022.

CARRIED 13/0**19 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING****RECOMMENDATIONS**

THAT the next Ordinary Meeting of Council be held on Tuesday, 7 December 2021, at 5:30pm (Open Section followed by the Confidential Section), Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

20 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 65(2) of the Local Government Act:

26.1 Football NT and Club Proposals for Bagot, Malak and Fannie Bay Ovals

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

26.2 125 Mitchell Street Carpark Lease

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

26.3 Off Street Reserved Carparking

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

26.4 YMCA NT Pool Patron Access Management Proposal

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

26.5 Austin Lane/Spain Place signage options

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

26.6 Casuarina Library Security

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.

26.7 Donation of Fleet to Tiwi Islands Council

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

27.1 Assessment of General Rate Exemption Requests

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if

publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

27.2 Corporate Services Report - October 2021

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.

27.3 Risk Management & Audit Committee Confidential Minutes - 29 October 2021

This matter is considered to be confidential under - 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 .

21 Adjournment of Meeting and Media Liaison

RESOLUTION ORD476/21

Moved: Alderman Peter Pangquee

Seconded: Lord Mayor Kon Vatskalis

THAT the open section of the meeting be adjourned at 6.42pm.

CARRIED 13/0

31 RESUMPTION OF OPEN MEETING

RESOLUTION ORD477/21

Moved: Alderman Peter Pangquee

Seconded: Lord Mayor Kon Vatskalis

THAT the open section of the meeting be resumed at 8.58pm.

CARRIED 13/0

222 CLOSURE OF MEETING

RESOLUTION ORD478/21

Moved: Alderman Peter Pangquee

Seconded: Lord Mayor Kon Vatskalis

THAT the chair declared the meeting closed at 8.58pm.

CARRIED 13/0

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 7 December 2021.

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CHAIR