



# **Business Papers**

## **Corporate & Economic Development Committee Meeting**

**Monday, 22 May 2017  
5.30pm**



## **Notice of Meeting**

To the Lord Mayor and Aldermen

You are invited to attend a Corporate & Economic Development Committee Meeting to be held in Meeting Room 1, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Monday, 22 May 2017, commencing at 5.30pm.

A handwritten signature in black ink, appearing to read "B P Dowd".

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

# OPEN SECTION

CEDC5/1

## CITY OF DARWIN

### CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE MEETING

**MONDAY, 22 MAY 2017**

MEMBERS: Member G J Haslett (Chair); The Right Worshipful, The Lord Mayor, Katrina Fong Lim; Member G Lambrinidis; Member M Palmer.

OFFICERS: Chief Executive Officer, Mr B Dowd; General Manager Corporate Services, Dr D Leeder; Finance Manager, Mr M Craighead; Business Manager, Mr L Carroll; Information Technology Manager, Mr R Iap; Executive Assistant Corporate Services, Ms J Gordon.

***Enquiries and/or Apologies: Julie Gordon***

***E-mail: [j.gordon@darwin.nt.gov.au](mailto:j.gordon@darwin.nt.gov.au) - PH: 89300 539***

***OR Phone Committee Room 1, for Late Apologies - PH: 89300 519***

### ***Committee's Responsibilities***

- Business Services
- Contract Administration
- On and Off Street Parking Operations
- Property Management
- Records and Information Management
- Employee Relations
- Risk Audit and Safety
- Financial & Management
- Fleet Management
- Strategic Services
- Communications & Engagement
- Governance
- Darwin Entertainment Centre
- Information Technology
- Animal Management
- Regulatory Services

*THAT effective as of 16 April 2012 Council, pursuant to Section 32 (2)(b) of the Local Government Act 2008, hereby delegates to the Corporate & Economic Development Committee the power to make recommendations to Council and decisions relating to Corporate & Economic Development matters within the approved budget.*

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

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# OPEN SECTION

CEDC5/4

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 1. MEETING DECLARED OPEN

The Chair declared the meeting open at \_\_\_\_\_ p.m.

## 2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

### 2.1 Apologies

Nil

### 2.2 Leave of Absence Granted

THAT it be noted that Member M Palmer is an apology due to a Leave of Absence previously granted on 16 May 2017, for the period 17 May – 26 May 2017.

## 3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

## 4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

Common No. 2752228

### 4.1 Declaration of Interest by Members

### 4.2 Declaration of Interest by Staff

# OPEN SECTION

CEDC5/5

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 5. CONFIDENTIAL ITEMS Common No. 1944604

### 5.1 Closure to the Public for Confidential Items

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

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C17.1.1	8(c)(i)	information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person
C.17.1.2	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C17.2.1	8(b)	information about the personal circumstances of a resident or ratepayer
C.17.2.2	8(d)	information subject to an obligation of confidentiality at law, or in equity
C.17.2.3	8(d)	information subject to an obligation of confidentiality at law, or in equity
C.17.2.4	8(d)	information subject to an obligation of confidentiality at law, or in equity
C18.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person

### 5.2 Moving Open Items Into Confidential

### 5.3 Moving Confidential Items Into Open

# OPEN SECTION

CEDC5/6

## Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

### **6. WITHDRAWAL OF ITEMS FOR DISCUSSION**

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Corporate & Economic Development Committee Meeting held on Monday, 22 May 2017 be received and considered individually.

### **7. CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE MEETING**

THAT the Committee resolve that the minutes of the previous Corporate & Economic Development Committee Meeting held on Monday, 20 February 2017, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

### **8. BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE MEETING**

### **9. DEPUTATIONS AND BRIEFINGS**

Nil



# OPEN SECTION

CEDC5/7

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 10.1 OFFICERS REPORTS (ACTION REQUIRED)

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN

AGENDA ITEM: 10.1.1

### REVENUE POLICY – RATES OVERPAID

REPORT No.: 16A0118 MC:je

COMMON No.: 2078949

DATE: 22/05/2017

**Presenter:** Finance Manager, Miles Craighead

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

#### **PURPOSE**

This report seeks the Council's endorsement to inclusion of the legalities and current practices around overpaid rates in its Revenue Policy.

#### **LINK TO STRATEGIC PLAN**

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

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.5 Responsible financial and asset management

#### **Key Strategies**

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

#### **KEY ISSUES**

This report recommends an amendment to the current revenue policy to reflect the established practice and that the overpayments of current year rates at 30 June should not be recognised as revenue to Council until the following year.

PAGE: 2  
REPORT NUMBER: 16A0118 MC:je  
SUBJECT: REVENUE POLICY – RATES OVERPAID

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0118 MC:je entitled Revenue Policy – Rates Overpaid, be received and noted.
- B. THAT the current Revenue Policy (**Attachment B**) be rescinded and the reviewed draft proposed new Revenue Policy (**Attachment A**), including clarification that rate account credit balances will be refunded if requested, be adopted.
- C. THAT the Council's accounting policy be that rates overpaid at 30 June in any financial year be recognised as a liability in the Annual Financial Statements.

## **BACKGROUND**

Current and long standing practice has been to refund overpaid rates on request of the ratepayer. This is not documented in any existing policy. It is considered to be legally correct to do so and that it reflects the Council's customer service ethos.

## **DISCUSSION**

Council's financial and rating year ends on 30 June whereas the due date for the last instalment is 31 March.

With overpayments, some ratepayers either voluntarily or inadvertently place their accounts in credit as at the end of the financial year. Where a rates account is in credit it is considered that the Council has a legal obligation to refund that credit if requested by the ratepayer to do so.

Refunding of ratepayer credits when requested has been a long standing practice, it is considered legitimate and ethical to do so. It also accords with Council customer service values.

**Attachment A** to this report is a draft reviewed Revenue Policy which now includes appropriate statements in relation to rate account credit balances. Documenting this as a policy supports the current accounting practice of recognising rate account credit balances at the financial year end as a current liability.

It is also proposed that the Council confirms its accounting practice and policy in respect of rate account credit balances (overpayments) at the end of the financial year is to recognise this as a current liability and not as revenue. This will then (subject to Audit) continue to be appropriately worded into the accounting policies within Council's General Purpose Financial Statements.

PAGE: 3  
REPORT NUMBER: 16A0118 MC:je  
SUBJECT: REVENUE POLICY – RATES OVERPAID

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## **CONSULTATION PROCESS**

This report was considered by the Executive Leadership Team on Monday 15 May 2017 and is now referred to Corporate & Economic Development Committee for consideration.

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

- Team Leader Revenue

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

- Council's Auditors.

## **POLICY IMPLICATIONS**

Council's endorsement is requested to an amendment to its Revenue Policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

There is a risk to Council reputation if it refuses ratepayer requests to refund a credit balance.

## **ENVIRONMENTAL IMPLICATIONS**

Nil

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

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

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

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

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

### **Attachments:**

**Attachment A:** Revenue Policy (reviewed - draft new proposal)

**Attachment B:** Revenue Policy (current for comparative purposes)

**Title:** Revenue Policy  
 Policy No: 021  
 Adopted By: Council  
 Next Review Date: 30/06/2020  
 Responsibility: General Manager Corporate  
 Document ID: 3248153

<b>ATTACHMENT A</b>
---------------------

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	21\225	26/06/2012	Revision Adopted
3	21\2657	30/09/2014	Revision Adopted
4	21\4764	30/08/2016	Included Recoveries
5	TBA	TBA	Include rate refunds

## 1 Policy Summary

Council policy with regard to rates and charges, the granting of concessions and recovery of debts.

## 2 Policy Objectives

To administer:

- Council's system of levying rates and charges in accordance with the *Local Government Act*.
- Other miscellaneous debtors.

## 3 Background

A policy on rates, charges and granting of concessions provides guidance for annual rates setting, enables the Council to consider and decide annual applications for concessions and provides a framework for debt recovery.

## 4 Policy Statement

To administer Council's system of levying rates and charges in accordance with the *Local Government Act* and service the needs of ratepayers and stakeholders in an efficient and effective manner.

To address the granting of concessions from the payment of rates as levied, by implementing a simple administrative system.

To provide future certainty for rate relief granted:

- That rates waived will not be recovered at a future time pursuant to Chapter 11 of the *Local Government Act*.
- That rates deferred will be recovered at a future time pursuant to Chapter 11 of the *Local Government Act*, usually when the property is sold, and outstanding rates are recovered as a charge against the land.
- To provide a framework for debt recovery.

## General Rate

A differential General Rate shall be levied on all rateable properties based on the Unimproved Capital Value (UCV) of the land falling within the Planning Zones under the NT Planning Scheme.

## Parking Local Rate

The Local Rate (Parking Local Rate) per shortfall bay is assessed and levied in accordance with the Local Government Darwin Parking Local Rates Regulations (The Regulations).

## Waste Management Charges

Garbage collection and recycling charges are based on the type of residential dwelling being serviced and the relative applicable type of service provided.

## Rebates and Concessions on Rates and Charges

Council recognises that individuals can experience difficulty in meeting their responsibilities for the payment of rates and that it may be appropriate where financial hardship has been demonstrated to grant a concession to the payment of rates. The concession granted can be either a waiving of rates levied (ie. abandonment), or a deferment (for recovery at a later time).

## Financial Hardship

Relief from payment of rates on the grounds of financial hardship shall only apply to a natural person(s) who use the rated property as their principal place of residence.

For the avoidance of doubt relief from payment of rates on the grounds of financial hardship shall not apply to entities other than natural person(s) nor to charges for services provided by Council such as garbage collection.

The following are examples of entities that are not natural persons:

- Companies, business partnerships, trusts and other separate entities.
- Clubs or organisations that hold a licence to sell liquor and/or operate gaming machines.

Decisions will be made based on the particular merits in each case.

## Deferment of Rates

Every ratepayer will, as a matter of right, be entitled to a deferment of rates pursuant to Chapter 11 of the *Local Government Act* for a period of seven days after the due date without the imposition of late payment penalties, providing the rates are settled within the 7 day period of grace.

## Waiver of Rates

Council will as a matter of course, pursuant to Chapter 11 of the *Local Government Act*, waive that portion of any rates or charges in excess of the minimum rate for properties occupied by organisations operating substantially for the benefit of the youth of the community.

Council also recognises that incorporated community associations on having been granted tenancy of a property by way of a Crown Lease for a specific purpose, may experience difficulty in meeting their responsibilities for the payment of rates whilst in the process of substantially achieving the purpose of that Crown Lease.

It is appropriate that where the specific purpose of the Crown Lease satisfies the requirements of Part 11.8 of the *Local Government Act*, Council will waive (abandon) all rates and charges until such time as the associations concerned have substantially achieved the purpose of the relevant Crown Lease and are therefore deemed to be in occupation of the parcels of land in question (Council Decision No. 17\1228 25/02/97).

Waivers will not apply to organisations that hold a licence to sell liquor and/or operate gaming machines.

#### Refunds policy

Upon request the Council will refund a credit balance on a rates account to the ratepayer as it considers this is the correct course of action in terms of legal, ethical and customer service considerations.

#### Payment Arrangements

Council will allow property owners who are unable to pay their rates by the due date to enter into an arrangement to pay by instalments according to an agreed schedule, with no recovery action being taken while the arrangement is being maintained. However interest will be charged on any arrears of rates in accordance with Council's budget resolution.

#### Interest on Rates and Charges In Arrears

Council encourages ratepayers to meet their rate and charges debt payment responsibilities. To this end Council will impose interest, calculated daily after the instalment due date on instalments of rates and charges that remain unpaid. The rate of interest will be determined annually by resolution.

Decisions relating to requests to the write off interest as a result of error, oversight or on compassionate grounds will be determined on merit.

#### Sale of Property Database Information

City of Darwin will not engage in the sale of property database information to external parties other than to the extent required by the *Local Government Act* and regulations thereto.

#### Sale of Land For Unpaid Rates

If rates have been in arrears for at least three years Council may, pursuant to part 11.9 of the *Local Government Act* initiate proceedings to sell the land.

#### Reclassification of Rateable Land To Non-Rateable

All requests from property owners/ratepayers for a parcel of land to be reclassified as non-rateable on a legislative basis must be provided to Council in writing. These will be determined in accordance with the facts and

legal requirements.

## 5 Revenue/Debt Recovery

Debt recovery is based on the following principles:

- Debt recovery must take a nondiscriminatory and impartial approach.
- Privacy and confidentiality.
- Persons owing the Council money must be treated with sensitivity and respect.
- Recovery will include any costs reasonably incurred by the Council.
- Sale of land for unpaid rates may be undertaken as a last resort.
- Interest will be charged in accordance with Council's annual fees and charges.

Structured procedures are to be applied to ensure that debts owed to Council are received by due date or followed up within specified timeframes. As a minimum procedures and actual practices in respect of business ethics will be within the guidelines for debt recovery issued from time to time by the ACCC.

## 6 Legislation, terminology and references

This policy is subject to the Northern Territory *Local Government Act* and the Local Government (Accounting) Regulations.

## 7 Implementation and delegation

Implementation and actions at the time of writing this policy rest with the Chief Executive and are subject to the Council's delegations and sub-delegations registers pursuant to the *Local Government Act*.

### Writing Off Interest or Fees Charged to Rates Accounts

If the write off of interest or fees is required as a result of error, oversight or on compassionate grounds, the matter is to be referred to the Team Leader Revenue who will organise the appropriate consideration and actions subject to the delegations and sub delegations register/s.

### Adjustment of Rates Levies

If a previously-levied rate is to be adjusted as a result of error, oversight or revaluation, the matter is to be referred to the Team Leader Revenue for action subject to the delegations and sub delegations registers.

### Approval For Reclassification of Rateable Land to Non-Rateable Land

All requests from property owners/ratepayers for a parcel of land to be reclassified as non-rateable on a legislative basis must be provided to Council in writing addressed to the Chief Executive Officer.

Requests will be assessed for compliance with Section 144 of the *Local Government Act*. Those requests that comply with the specific provisions of Section 144 of the *Local Government Act* require no further referral and may be approved by the Chief Executive or other delegated officer. Where there is uncertainty over compliance with Section 144 of the *Local Government Act*,



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formal legal advice should be sought.

## **8 Evaluation and review**

The Policy is reviewed every 4 years or more often as required.

**Title:** Revenue Policy  
 Policy No: 021  
 Adopted By: Council  
 Next Review Date: 30/06/2020  
 Responsibility: General Manager Corporate  
 Document ID: 3248153

## ATTACHMENT B

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	21\225	26/06/2012	Revision Adopted
3	21\2657	30/09/2014	Revision Adopted
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### Waiver of Rates

Council will as a matter of course, pursuant to Chapter 11 of the *Local Government Act*, waive that portion of any rates or charges in excess of the minimum rate for properties occupied by organisations operating substantially for the benefit of the youth of the community.

Council also recognises that incorporated community associations on having been granted tenancy of a property by way of a Crown Lease for a specific purpose, may experience difficulty in meeting their responsibilities for the payment of rates whilst in the process of substantially achieving the purpose of that Crown Lease.

It is appropriate that where the specific purpose of the Crown Lease satisfies the requirements of Part 11.8 of the *Local Government Act*, Council will waive (abandon) all rates and charges until such time as the associations concerned have substantially achieved the purpose of the relevant Crown Lease and are therefore deemed to be in occupation of the parcels of land in question (Council Decision No. 17\1228 25/02/97).

Waivers will not apply to organisations that hold a licence to sell liquor and/or operate gaming machines.

#### Payment Arrangements

Council will allow property owners who are unable to pay their rates by the due date to enter into an arrangement to pay by instalments according to an agreed schedule, with no recovery action being taken while the arrangement is being maintained. However interest will be charged on any arrears of rates in accordance with Council's budget resolution.

#### Interest on Rates and Charges In Arrears

Council encourages ratepayers to meet their rate and charges debt payment responsibilities. To this end Council will impose interest, calculated daily after the instalment due date on instalments of rates and charges that remain unpaid. The rate of interest will be determined annually by resolution.

Decisions relating to requests to the write off interest as a result of error, oversight or on compassionate grounds will be determined on merit.

#### Sale of Property Database Information

City of Darwin will not engage in the sale of property database information to external parties other than to the extent required by the *Local Government Act* and regulations thereto.

#### Sale of Land For Unpaid Rates

If rates have been in arrears for at least three years Council may, pursuant to part 11.9 of the *Local Government Act* initiate proceedings to sell the land.

#### Reclassification of Rateable Land To Non-Rateable

All requests from property owners/ratepayers for a parcel of land to be reclassified as non-rateable on a legislative basis must be provided to Council in writing. These will be determined in accordance with the facts and legal requirements.

## 5 Revenue/Debt Recovery

Debt recovery is based on the following principles:

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- Privacy and confidentiality.
- Persons owing the Council money must be treated with sensitivity and respect.
- Recovery will include any costs reasonably incurred by the Council.
- Sale of land for unpaid rates may be undertaken as a last resort.
- Interest will be charged in accordance with Council's annual fees and charges.

Structured procedures are to be applied to ensure that debts owed to Council are received by due date or followed up within specified timeframes. As a minimum procedures and actual practices in respect of business ethics will be within the guidelines for debt recovery issued from time to time by the ACCC.

## 6 Legislation, terminology and references

This policy is subject to the Northern Territory *Local Government Act* and the Local Government (Accounting) Regulations.

## 7 Implementation and delegation

Implementation and actions at the time of writing this policy rest with the Chief Executive and are subject to the Council's delegations and sub-delegations registers pursuant to the *Local Government Act*.

### Writing Off Interest or Fees Charged to Rates Accounts

If the write off of interest or fees is required as a result of error, oversight or on compassionate grounds, the matter is to be referred to the Team Leader Revenue who will organise the appropriate consideration and actions subject to the delegations and sub delegations register/s.

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### Approval For Reclassification of Rateable Land to Non-Rateable Land

All requests from property owners/ratepayers for a parcel of land to be reclassified as non-rateable on a legislative basis must be provided to Council in writing addressed to the Chief Executive Officer.

Requests will be assessed for compliance with Section 144 of the *Local Government Act*. Those requests that comply with the specific provisions of Section 144 of the *Local Government Act* require no further referral and may be approved by the Chief Executive or other delegated officer. Where there is uncertainty over compliance with Section 144 of the *Local Government Act*, formal legal advice should be sought.

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## **8 Evaluation and review**

The Policy is reviewed every 4 years or more often as required.

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN AGENDA ITEM: 10.1.2

**REVIEW OF FINANCIAL RESERVES POLICY NO. 067**

REPORT No.: 17A0024 MC:jg COMMON No.: 2078949 DATE: 22/05/2017

**Presenter:** Manager Finance, Miles Craighead

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

**PURPOSE**

The purpose of this report is to review the City of Darwin Policy No. 067 - Financial Reserves Policy.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.5 Responsible financial and asset management

**Key Strategies**

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

**KEY ISSUES**

- The current Financial Reserves Policy was endorsed by Council in 2013.
- The current policy is now overdue for review and in some areas outdated as a result of other decisions.
- This review identifies a number of issues and recommends the current policy in **Attachment B** be rescinded to be replaced with the reviewed policy at **Attachment A**.
- It is suggested there should be another review early in the Council's next term.

PAGE: 2  
 REPORT NUMBER: 17A0024 MC:jg  
 SUBJECT: REVIEW OF FINANCIAL RESERVES POLICY NO. 067

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## **RECOMMENDATIONS**

- A. THAT Report Number 17A0024 MC:jg entitled Financial Reserves Policy - Review, be received and noted.
- B. THAT City of Darwin Policy No. 067 - Financial Reserves Policy (current) as contained in **Attachment B** to Report Number 17A0024 MC:jg entitled Financial Reserves Policy - Review, be rescinded.
- C. THAT City of Darwin Policy No. 067 - Financial Reserves Policy as contained in **Attachment A** to Report Number 17A0024 MC:jg entitled Financial Reserves Policy - Review be endorsed.

## **BACKGROUND**

The City of Darwin Policy No. 067 - Financial Reserves Policy was initially adopted pursuant to Decision Number 21\830 on 26 February 2013.

### **Financial Reserves Policy and Reserve Balances**

*Report No. 12A0198 (08/02/13) Common No. 2376765*

- A. *THAT Report Number 12a0198 entitled, Financial Reserves Policy and Reserve Balances, be received and noted.*
- B. *THAT Council adopt the Financial Reserves Policy as amended contained at **Attachment A** of Report Number 14A0198 entitled Financial Reserves Policy & Reserve Balances Report.*

*DECISION NO.21\830 (26/02/13)*

The current policy is now outdated and overdue for review.

## **DISCUSSION**

This report presents a reviewed draft policy (**Attachment A**) for consideration and endorsement.

The main changes in the revised/proposed policy include:

1. A clear reference to the borrowing policy for internal borrowing from reserves and some discussion and guidance for such “borrowing” within the revised policy with an emphasis on merit based decisions and flexibility.
2. Refinement in relation to the currently operative reserves, naming and classification of internal and externally restricted reserves. Waste, markets and Darwin Entertainment Centre (DEC) reserves are confirmed as external restriction based on the existence of legal agreements, leases, specific purpose rates, regulatory and environmental constraints and the like. Reserves that have



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recently been fully utilised and unlikely to be required in the near future are generally not named or discussed in the policy.

3. Clarification of interest revenue requirements on reserve funds (which Reserves are to have interest accumulating back to the fund balances and those where that is not required).
4. Improved policy requirements to reflect current practices around regular financial reporting and disclosures to Council in respect of Reserves.
5. The Council is currently reviewing the treatment of some of the Waste accounting and will be recognising remediation in expenses and balance sheet liabilities in accordance with accounting standards. At the same time “ring fencing” of the waste fund and cash backed reserve is supported as an important process to be retained.
6. The removal of specific dollar balance minimum or capped requirements for the Waste Reserve by superceding Council decision number 20\4601(15/11/14) and replacing it in the policy with a principles based approach. This is discussed in more detail immediately below.

Council endorsed a capped dollar amount in relation to the Waste Reserve in Decision No. 20\4601 on 15 November 2011:

**Shoal Bay Waste Management Disposal Site Development Strategy – November 2011**

*Report No. 11TS0196 LC:kb (09/11/11) Common No. 1450881*

*G. THAT Council’s Waste Reserve be capped at \$8.3 million plus annual interest earned, to meet Council’s financial obligations associated with closure, rehabilitation and post closure management of the Shoal Bay Waste Management Disposal Site*

**DECISION NO.20\4601 (15/11/14)**

This arose from the recommendations of a consulting report ‘Report for Shoal Bay Landfill Consultancy Advice: Landfill Extension Development Strategy and Preliminary Cost Estimates – October 2011’. The report recommended that the Waste Management Reserve requires a minimum balance of \$8.3 million plus cost escalation to the estimated final closure date. This minimum balance is to provide for covering of the landfill and post-closure rehabilitation of the waste site and is over and above any funding required for capital expenditure at the site while it remains open.

Council now has an updated waste strategy and financial plan with more reliable estimates of closure and post closure costs than can be refined further going forward.

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Therefore the endorsement of the reviewed policy in **Attachment A** confirms an approach based on principles rather than exact dollars:

*“Council generally aims to price in accordance with its current Waste Strategy and integrated Long Term Financial Plan (LTFP) including reasonable estimates of closure and post closure costs.*

*The balance in the reserve at any time however may vary according to requirements of the LTFP (an ideal situation will be that at time of closure all Waste loans will be repaid and the funds held in the reserve will be sufficient with accumulating interest to cover closure and post closure costs).”*

### **CONSULTATION PROCESS**

This report was considered by the Executive Leadership Team on Monday 15 May 2017 and is now referred to Corporate & Economic Development Committee for consideration.

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

- General Manager of Infrastructure
- Senior Manager of Assets

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

- Councils Auditors

### **POLICY IMPLICATIONS**

A reviewed Reserves Policy is presented for consideration and if acceptable endorsement by Council.

It is suggested there should be another Reserves Policy review early in the Council’s next term following the financial sustainability review and elections. This might include reviewing what purpose smaller reserves are serving and other options for further organisational integration to asset management and long term financial planning principles.

### **BUDGET AND RESOURCE IMPLICATIONS**

No additional resources or budgets are requested by this report.

In the case of a Council with a good financial position and minimal public debt, reserves are considered an appropriate mechanism when integrated to a LTFP for managing the variable requirements of a large capital program, annual and seasonal variations whilst still maintaining a relationship to inter generation equity so that the current generation is still paying the reasonable current costs (expenses). Interest

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generated also helps to fund Council requirements although this is still only a minor proportion of its total funding.

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

Most of the reserves referred to in this report and the associated policy are backed by cash. The holding of such assets (cash and investments) does involve some risks such as those associated with investing (as evidenced by the GFC). This is addressed through internal controls and the prudential requirements of the investment policy.

The holding of cash backed reserves on the other hand assists with financial sustainability, asset management, disaster contingency risk and budget risk as detailed above under the heading "Budget and Resource Implications".

### **ENVIRONMENTAL IMPLICATIONS**

The Reserves with the greatest environmental implications are Environment and Waste.

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

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

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

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

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

#### **Attachments:**

**Attachment A:** City of Darwin Policy No. 067 - Financial Reserves Policy - proposed draft.

**Attachment B:** City of Darwin Policy No. 067 - Financial Reserves Policy - for rescission.

<b>Title:</b>	<b>Financial Reserves Policy – Draft Proposal</b>
Policy No:	067
Adopted By:	Council
Next Review Date:	01/11/2017
Responsibility:	General Manager Corporate Services
Document ID:	TBA

Version	Decision Number	Adoption Date	History
1	21\830	26/02/2013	Adopted
2	TBA	Draft proposal May 2017?	TBA

## 1 Policy Summary

This Policy outlines the criteria for the classification of Reserves and establishes the purpose of individual Reserves.

(For internal borrowings from reserves refer to the borrowing policy.)

## 2 Policy Objectives

To promote the sustainable and responsible financial management of City of Darwin through the consistent application of Reserve classifications and identification of individual Reserve funding purposes.

## 3 Background

Council has cash backed reserves. Cash backed reserves are funds set aside for future purposes. For example, the replacement of the Council's assets, whether they are plant and equipment or infrastructure. Over the term of Council's Long Term Financial Plan (LTFP), cash backed reserves are used to help smooth out the funding required for major capital projects. Council may also need to provide for the funding of renewing assets that mature and require renewal outside of the LTFP. All of this is considered to align with Council's definition of a sustainable financial strategy:

Council defines a sustainable financial strategy as one which allows for the adequate provision for its programs (including capital expenditure) and services into the future with the intention that there is a predictable trend in the overall rate burden. The aim of Council's financial strategy is to allow for an equitable distribution of the costs of establishing and maintaining council assets and services between current and future ratepayers.

The grants and other contributions held in reserves should be actual funds received and not accruals or debtors raised in lieu of funds to be received at year end.

## 4 Policy Statement

### Classification of Reserves

#### Externally Restricted

Reserves that are classified as externally restricted must meet the following criteria:

- There is a legal requirement that governs the use of the funds; or
- If the funds are not utilised for the purpose for which they were received, there is a requirement or obligation to return the funding to its contributor

Externally restricted reserves, such as developer contributions, should not be considered for internal borrowing arrangements as there is no empowering legislation to do that.

Council's Reserves that are considered to currently meet this criteria are as follows:

#### Specific Purpose Unexpended Grants Reserve

- The unexpended grants reserve holds unspent grants and contributions received subject to specific expenditure requirements. The funds are held in this reserve until expended in accordance with the grant conditions.
- As a result of changing accounting standards this reserve may become unnecessary in the future. Unexpended funds in some or all cases may be required to be recognised as liabilities until the conditions or milestones relating to them are acquitted at which time the grants can be recognised as revenue earned.

#### Waste Management Reserve

- The waste management reserve holds funds for the future development of the Shoal Bay Waste Disposal site to accommodate expected future landfill requirements and to provide for post closure rehabilitation costs of the waste site.
- Reasons for classifying Waste as an externally restricted reserve include; specific rates & charges must be spent for the purposes raised, regional significance, lease agreement requirements as well as other regulatory/environmental legal responsibilities to make good at time of closure and post closure.

#### Car Parking Shortfall Reserves

- Car parking shortfall reserves hold contributions from property

developers for the provision of car parking and rates in lieu thereof. These contributions are required when developments do not include the provision of sufficient parking anticipated for future parking needs resulting from the development.

- Specific car parking shortfall reserves include:
  - Central Business District (CBD) Car Parking Shortfall Reserve
  - Highway/Commercial Car Parking Shortfall Reserve
  - Other Car Parking Shortfall Reserve
  - Rate Levy Car Parking Shortfall Reserve

#### Developer Contribution Reserves

- Each developer contribution plan should be separately accounted for.
- For example separate reserves should be kept for each activity and each plan within that activity (eg stormwater plans, road contribution plans and other as required).

#### Reserves required by legal agreements

- Darwin Entertainment Centre Air Conditioning Reserve holds funds required to be set aside towards the Council share of air conditioning capital costs. Council is currently in the process of separating the Darwin Entertainment Centre air conditioning requirements from the Hotel and that may affect this reserve going forward. If it is maintained it would more likely be an internally restricted reserve once these matters are finalised.
- Market Site Development Reserves hold funds in accordance with lease agreements related to market sites including; Mindil, Nightcliff and Parap. The funds related to each site are to be separately accounted for.

#### Internally Restricted

These are created by resolution of Council.

Reserves that are classified as internally restricted usually have the following characteristics:

- There is no legal requirement that governs the use of the funds;
- The reserve has been established for some internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to something else

Council's Reserves that currently meet this criteria are as follows:

#### Environmental Reserve

- The environmental reserve has been created for future

environmental projects relating to Council's Climate Change and Environment action plans and other associated plans.

#### Plant & Vehicle Replacement Reserve

- The plant replacement reserve holds funds to meet the cost of replacement of plant. The balance is based on the anticipated requirement amount identified in Council's plant replacement program. This reserve is subject to Council's Plant and Equipment Policy.

#### Off Street Car Parking Reserve

- The off street car parking reserve holds funds from on and off street car parking operations to allow for the future development of car parking in the CBD.

#### Asset Replacement and Refurbishment Reserve

- Funds reserved for the future maintenance of Council's major assets as well as funds transferred as a result of the Council's policy on allocation of surplus funds Policy No 67, the rules regarding the utilisation of which are governed by that policy.
- Specific asset maintenance and refurbishment reserves include:
  - General/other,
  - Darwin Entertainment Centre Asset Replacement/Refurbishment Reserve,
  - Nightcliff Community Hall Reserve

#### Carry Forward Works Reserve

- This reserve holds funds relating to works that have not been completed in the current financial year but have been identified to be completed in a future period.

#### Disaster Contingency Reserve

- The disaster contingency reserve holds funds to provide for possible insurance and other expenses associated with responding to a natural disaster. The minimum requirement for this fund is to hold \$1M (this threshold to be adjusted by Darwin CPI each year from and including 2016 unless or until the requirements are amended via a formal report and resolution).

#### Watering Reserve

- The watering reserve holds funds transferred from water budget savings which can support years when the expenditure exceeds budget (dry wet) and to provide for future costs associated with efficiently and effectively irrigating Council's parks and gardens.

#### Election Expense Reserve

- The election expense reserve holds annual transfers of funds to provide for the cost of holding the next Council election

#### Public Art Reserve

- Holds funds as allocated by Council budget and budget review decisions from time to time for the purposes of Public Art.

#### Street Lighting Reserve

- This reserve was established so that budget savings operations could be reserved to transition the transfer of responsibility for street lighting repairs and maintenance costs from the Northern Territory Government (NTG) to the Council.

#### Tree Risk Management Reserve

- This reserve was established to make some provision for the uncertain costs of addressing tree risks following the recommendations from the Coroners report on a fatal accident caused by a falling tree.

#### General Reserves

These reserves are required by the accounting standards and are not necessarily cash backed whereas externally and internally restricted reserves are.

The Asset Revaluation Reserve is the main example of this. This reserve reflects the increments and decrements of Council's fixed assets as a result of revaluations in accordance with Australian Accounting Standards.

#### **Establishment of Reserves**

A reserve will be established for any value if there is a legal requirement to do so or a requirement under the accounting standards.

Establishment of new reserves must be authorised by Council resolution.

#### **Transfer of Funds in and out of Reserves**

Transfers should be limited to the funding of those projects for which the reserve was specifically created for.

For financial management purposes all reserve transfers in and out of each reserve must be detailed separately with any specific constrained funds for projects identified within each reserve.

All transfers must be authorised by a budget emanating from a Council resolution.



### **Assessing Adequacy of Reserve Funds**

At least on an annual basis during the preparation of the budget and Long Term Financial Plan, Council will review its forward projections for reserves, borrowings and funding for major projects. All decisions to undertake reserve transfers will take into account projected borrowings and an analysis of the 'best possible use' of available funds.

### **Minimum and Capped Balance of Reserves**

#### Disaster Contingency

Council endorsed a minimum \$1 million balance for this reserve on Decision No. 21\473 on 25/09/2012. The reserve may fall below this balance if a disaster occurs and the funds must be utilised as intended.

#### Waste Management Reserve

Council will generally aim to price in accordance with its current Waste Strategy and integrated Waste Long Term Financial Plan including reasonable estimates of closure and post closure costs. The balance in the reserve at any time however may vary according to requirements of the Long Term Financial Plan so that ideally at time of closure all Waste loans will be repaid and the funds held in the reserve will be sufficient with accumulating interest to cover closure and post closure costs.

#### Plant Replacement Reserve

Council endorsed a minimum \$300,000 balance for this reserve on Decision No. 21\2435 on 29/07/2014.

#### Other Reserves

Other than externally restricted reserves, all reserves will be subject to a review of adequacy at least on an annual basis. This review will take into consideration the requirements for reserve funding assumed in Council's Long Term Financial Plan. This is particularly relevant for:

- Off & On Street Car Parking Reserve
- Plant & Vehicle Replacement Reserve

As these reserves are used to fund significant asset replacement programs in the Long Term Financial Plan.

### **Interest on Reserve Funds**

At the end of each financial year, interest will be applied to the following externally restricted reserves:

- Car Parking Shortfall Reserves
- Developer Contribution Reserves
- Unspent Grants & Contributions where the grant agreement specifically states interest must be applied to unspent funds
- Waste Management Reserve

Subject to the requirement for the reserve to reach an approved level, interest will also be applied to the following internally restricted reserves:

- Off & On Street Car Parking Reserve

The interest rate applicable will be the average return on investments for the relevant financial year.

Interest should be applied to the average reserve balance.

### **Internal Borrowings from Reserves**

Internal borrowings may only occur from internally restricted reserves and not from externally restricted reserves unless this is supported by a change of legislation. In determining whether internal borrowing should occur the criteria in Council's Borrowing Policy should be considered including intended purpose of the funds and term of the loan.

Internal borrowings are subject to similar internal requirements to external borrowings including:

- May only be undertaken by resolution of Council
- Disclosure in Municipal Plan or if resulting from a budget variation during the year the decision is to be publicly available.
- Currently the interest rates being applied to internal loans made to the Waste Fund (by way of example) are as per the budget assumption documents (approximates the opportunity cost of lost interest by investing those funds into Waste projects). However Council can decide in each case based on the particular merits of any proposal.
- NB there is no requirement for Ministerial approval of internal reserves borrowing.

### **Reporting on Reserves**

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

In addition to this reserves are reported on as follows:

- A detailed budgeted Statement of Reserves is included in the Municipal Plan and Long Term Financial Plan
- Monthly financial reporting to Council, where practicable, shall include a detailed statement of the budgeted and projected outcome of reserve transfers against actuals to date for the current financial year. If this is not practicable then the reporting should be quarterly from and including the second quarter of each financial year (ie reporting in the 1<sup>st</sup> quarter is not essential).

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## 5 Legislation, terminology and references

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

## 6 Implementation and delegation

### Implementation

This Policy will be implemented by the Finance Manager in consultation with the General Manager of Corporate Services.

### Delegation Authority

All transfers from reserves including any internal borrowing must be approved by Council by adoption of the budget, budget variations and/or recommendations of specific reports where warranted.

## 7 Evaluation and review

This Policy will be reviewed early in each new term of the Council or as required.

# ATTACHMENT B

# policy

<b>Title:</b>	<b>Financial Reserves Policy</b>
Policy No:	067
Adopted By:	Council
Next Review Date:	26/02/2017
Responsibility:	General Manager Corporate Services
Document ID:	2349670

Version	Decision Number	Adoption Date	History
1	21\830	26/02/2013	Adopted
2			
3			

## 1 Policy Summary

This Policy outlines the criteria for the classification of Reserves and establishes the purpose of individual Reserves.

## 2 Policy Objectives

To promote the sustainable and responsible financial management of City of Darwin through the consistent application of Reserve classifications and identification of individual Reserve funding purposes.

## 3 Background

Council has significant cash backed reserves. Cash backed reserves are funds set aside for future purposes. For example, the replacement of the Council's assets, whether they are plant and equipment or infrastructure. Over the term of Council's Long Term Financial Plan, cash backed reserves are used to help smooth out the funding required for major capital projects. This is in line with Council's definition of a sustainable financial strategy:

Council defines a sustainable financial strategy as one which allows for the adequate provision for its programs (including capital expenditure) and services into the future with the intention that there is a predictable trend in the overall rate burden. The aim of Council's financial strategy is to allow for an equitable distribution of the costs of establishing and maintaining council assets and services between current and future ratepayers.

## 4 Policy Statement

### Classification of Reserves

#### Externally Restricted

Reserves that are classified as externally restricted must meet the following criteria:

- There is a legal requirement that governs the use of the funds; or
- If the funds are not utilised for the purpose for which they were received, there is a requirement or obligation to return the funding to its contributor

Council's Reserves that currently meet this criteria are as follows:

<b>Reserve Name</b>	<b>Externally Restricted Criteria</b>
Car Parking Shortfall – Developer Contributions	Contributions received from developers for car parking shortfall may only be used in accordance with the relevant contribution plan. CBD Car Parking Shortfall Developer Contributions can only be used in accordance with COD Policy No 004 – Central Business District Parking Strategy and Contribution Plan. Other Car Parking Shortfall Contributions can only be used in accordance with COD Policy No 002 – Car Parking Contribution Plan (non CBD).
Car Parking Shortfall – Rate Levy Income	Contributions received for car parking shortfall through the levying of the car parking shortfall rates may only be used in accordance with the Local Government (Darwin Parking Local Rates) Regulations.
Developer Contributions	This is a general reserve to hold developer contributions received for roads, pathways and stormwater that must be used in accordance with the purpose for which they were received.
Unspent Grants & Contributions	This reserve holds the balance of unspent grants and contributions received that are subject to specific expenditure requirements. The funds are held in this reserve until expended in accordance with the funding conditions. The grants and contributions held in this reserve are actual funds received and not accruals or debtors raised in lieu of funds to be received at year end.

Internally Restricted

Reserves that are classified as internally restricted usually have the following characteristics:

- There is no legal requirement that governs the use of the funds;
- The reserve has been established for some internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to something else

Council’s Reserves that currently meet this criteria are as follows:

<b>Reserve Name</b>	<b>Purpose</b>
Asset Replacement & Refurbishment	Reserve holds savings from capital works program and any available funding that can be directed towards capital works generally.
Carry Forward Works	Normally only utilised at the end of each financial year this reserve holds both operational and capital funding that is recognised as ‘carried forward’ to the next financial year from the current budget.
Coastal Foreshore Management	Reserve holds funding to be used for coastal foreshore management projects.
Darwin General Cemetery	Reserve holds funding to be used for cemetery projects.
DEC Air Conditioning Replacement	Reserve holds funds in accordance with the funding agreement for Darwin Entertainment Centre with Northern Territory Government, which provides for a transfer to reserve of \$36,000 per annum.
DEC Asset Replacement/ Refurbishment	Reserve holds remaining Darwin Entertainment Centre capital works funding from capital works program.
Disaster Contingency	Reserve holds funds to be used for the costs associated with responding to a natural disaster. Minimum balance required is \$1 million but may fall below this if a natural disaster has recently occurred and the funds have been used.
Election Expense	Election expenses are assumed to be \$250,000 every four years and are matched with a transfer to reserve of \$62,500 per annum.
Environmental	The environmental reserve has been created for future environmental projects relating to Council’s Environmental Management Plan and other associated plans.
Market Site Development	Lease agreements specify income from Mindil, Parap and Rapid Creek markets must be transferred to reserve but can be used to fund projects at respective market sites.
<b>Reserve Name</b>	<b>Purpose</b>
Nightcliff Community Hall	Lease agreement specifies 20% income from Nightcliff Community Hall must be transferred to reserve but can be used to fund projects on the hall.

Off & On Street Carparking	The off street car parking reserve holds funds from on and off street car parking operations to allow for the future development of car parking in the CBD.
Plant & Vehicle Replacement	The plant replacement reserve holds funds to meet the cost of replacement of plant. The balance is based on the anticipated requirement amount identified in Council's plant replacement program. See also the Plant and Equipment Policy in relation to this reserve.
Public Art	Reserve holds remaining Public Art capital works funding from capital works program.
Purchase of Land	Reserve holds funds to provide for the possible purchase of land.
Sale of Land	Reserve holds funds from the sale of road reserve.
Waste Management	Reserve holds funds for the future development of the Shoal Bay Waste Disposal site to accommodate expected future landfill requirements and to provide for post-closure rehabilitation costs of the waste site.
Watering	Reserve holds funding to be used for water efficiency projects.

### General Reserves

These reserves are required by the accounting standards and are not cash backed unlike externally and internally restricted reserves.

<b>Reserve Name</b>	<b>Purpose</b>
Asset Revaluation Reserve	This reserve reflects the increments and decrements of Council's fixed assets as a result of revaluations in accordance with Australian Accounting Standards.

### **Establishment of Reserves**

A reserve will be established for any value if there is a legal requirement to do so or a requirement under the accounting standards.

Generally, internally restricted reserves will not be established for future expenditure for amounts less than \$500,000. Where possible, values less than this should be accommodated within the annual budget.

Establishment of new reserves must be authorised by Council resolution.

### **Transfer of Funds in and out of Reserves**

Subject to a review of the adequacy of reserves, transfers should be limited to the funding of those projects for which the reserve was specifically created for.

For financial management purposes all reserve transfers in and out of each reserve must be detailed separately with any specific constrained funds for projects identified within each reserve.

All transfers must be authorised by Council resolution.

### **Assessing Adequacy of Reserve Funds**

At least on an annual basis during the preparation of the budget and Long Term Financial Plan, Council will review its forward projections for reserves, borrowings and funding for major projects. All decisions to undertake reserve transfers will take into account projected borrowings and an analysis of the 'best possible use' of available funds.

### **Minimum Balance of Reserves**

Council has endorsed a minimum balance for the following reserves:

#### Disaster Contingency

Council endorsed a minimum \$1 million balance for this reserve on Decision No. 21\473 on 25/09/2012. The reserve may fall below this balance if a disaster occurs and the funds must be utilised as intended.

#### Waste Management Reserve

GHD recommended in their report 'Report for Shoal Bay Landfill Consultancy Advice: Landfill Extension Development Strategy and Preliminary Cost Estimates – October 2011' that the Waste Management Reserve requires a minimum balance of \$8.3 million plus cost escalation to the estimated final closure date. This minimum balance is to provide for covering of the landfill and post-closure rehabilitation of the waste site and is over and above any funding required for capital expenditure at the site while it remains open.

Council endorsed this minimum balance on Decision No. 20\4601 on 15/11/2011 as follows 'that Council's Waste Reserve be capped at \$8.3 million plus annual interest earned, to meet Council's financial obligations associated with closure, rehabilitation and post closure management of the Shoal Bay Waste Management Disposal Site'.

The Waste Management Reserve does not currently meet the target minimum balance identified by GHD but is forecast to in the Long Term Financial Plan by 2020/21, which is in line with possible closure dates.

The Waste Management Reserve will be reviewed regularly to ensure that it is on track to meet the target minimum balance endorsed by Council but also contains sufficient funding for capital works in accordance with the Shoal Bay Development Plan.

#### Other Reserves

Other than externally restricted reserves, all reserves will be subject to a review of adequacy at least on an annual basis. This review will take into consideration the requirements for reserve funding assumed in Council's Long Term Financial Plan. This is particularly relevant for:

- Off & On Street Car Parking Reserve
- Plant & Vehicle Replacement Reserve

As these reserves are used to fund significant asset replacement programs in the Long Term Financial Plan.



**Interest on Reserve Funds**

At the end of each financial year, interest will be applied to the following externally restricted reserves:

- Car Parking Shortfall Reserves
- Developer Contribution Reserves
- Unspent Grants & Contributions where the grant agreement specifically states interest must be applied to unspent funds

Subject to the requirement for the reserve to reach an approved level, interest will also be applied to the following internally restricted reserves:

- Off & On Street Car Parking Reserve
- Waste Management Reserve

The interest rate applicable will be the average return on investments for the relevant financial year.

Interest may be applied to the average reserve balance or in the case of grants, applied from when funding was received to 30 June.

**Internal Borrowings from Reserves**

Internal borrowings may only occur from internally restricted reserves and not from externally restricted reserves. In determining whether internal borrowing should occur the criteria in Council's Borrowing Policy should be considered including intended purpose of the funds and term of the loan.

Internal borrowings are subject to the same requirements as external borrowings including:

- Disclosure in Municipal Plan
- Market interest investment rate must be used to calculate loan repayments that must then be factored into current and future budgets and forecasts including the Long Term Financial Plan
- May only be undertaken by resolution of Council

**Reporting on Reserves**

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

In addition to this reserves are reported on as follows:

- A detailed budgeted Statement of Reserves is included in the Municipal Plan and Long Term Financial Plan
- A report listing individual reserves showing actual reserve performance against budget is reported to the Chief Officer's Group on a quarterly basis
- The total balance of reserves is reported in the Statement of Financial Position "Equity" section to Council monthly

## 5 Legislation, terminology and references

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

## 6 Implementation and delegation

### Implementation

This Policy will be implemented by the Finance Manager.

### Delegation Authority

All transfers from reserves including any internal borrowing must be approved by Council by adoption of the budget and budget variations.

## 7 Evaluation and review

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

# OPEN SECTION

CEDC5/10

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 10.2 OFFICERS REPORTS (RECEIVE & NOTE)

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
NO COMMITTEE/OPEN

AGENDA ITEM: 10.2.1

**QUARTERLY ON-STREET & OFF-STREET PARKING STATISTICS –  
JANUARY - MARCH 2017**

REPORT No.: 17A0059 LC:jg

COMMON No.: 376351

DATE: 22/05/2017

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

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

**PURPOSE**

The purpose of this report is to provide statistical information for car parking in the Darwin Central Business District (CBD) for the quarter ending 31 March 2017.

**LINK TO STRATEGIC PLAN**

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

**Goal**

2 Vibrant, Flexible and Tropical Lifestyle

**Outcome**

2.1 Improved access and connectivity

**Key Strategies**

2.1.4 Provide parking facilities to meet community needs

**KEY ISSUES**

- For the nine month period to March 2017 total on street parking utilisation is up 2% to 37%.
- For the nine month period to March 2017 total off street parking utilisation is up 4% to 88%.
- For the nine month period to March 2017 total car parking revenue has increased by \$67,438 compared to last year.

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 17A0059 LC:jg entitled Quarterly On-street & Off-street Parking Statistics - January - March 2017, be received and noted.

PAGE: 2  
 REPORT NUMBER: 17A0059 LC:jg  
 SUBJECT: QUARTERLY ON-STREET & OFF-STREET PARKING STATISTICS -  
 JANUARY - MARCH 2017

## **DISCUSSION**

### **On-Street Car Parking**

Council provides a total of 1,686 on-street car parking bays across Zones A, B & C in the CBD.

For the quarter January – March 2017, Council generated a total of \$543,740 for on-street car parking. Total revenue is up \$19,734 on the previous year's quarter. Zone A increased by \$13,827, Zone B increased by \$13,082 and Zone C decreased by \$7,174.

For the nine month period total on street car parking revenue is up \$35,679.

While this is a positive result it is noted that this is coming off a lower revenue bases with last years on street car parking down \$252,721 on the year prior to that in 2015.

		Number of Bays	Net Quarterly Income Jan - Mar 2016/2017	Net YTD Income 2016/2017	Net Quarterly Income Jan - Mar 2015/2016	Net YTD Income 2015/2016
<b>Zone A</b>	Actual Income	680	\$ 324,069	\$ 1,065,411	\$ 310,242	\$ 1,077,799
	% of Potential Income		37%	41%	37%	42%
<b>Zone B</b>	Actual Income	557	\$ 101,469	\$ 323,564	\$ 88,387	\$ 278,538
	% of Potential Income		20%	21%	16%	17%
<b>Zone C</b>	Actual Income	449	\$ 118,202	\$ 370,302	\$ 125,376	\$ 367,260
	% of Potential Income		61%	65%	58%	56%
<b>Total</b>	Actual Income	1686	\$ 543,740	\$ 1,759,276	\$ 524,006	\$ 1,723,597
	% of Potential Income		34%	37%	33%	35%

### **Infringements**

A total of 5785 infringements were issued in the CBD including off-street car parks for the period January – March 2017. This figure is up 136 for the same period last year.

### **Off-Street Car Parking**

Council provides 2,155 off-street parking bays throughout the CBD. It continues to implement its policy on reducing car parking permits with a further reduction of 17 reserved bays in West Lane Car Park for this quarter.

For the quarter January – March 2017, Council generated a total of \$521,586 for off-street car parking. Total revenue is up \$83,710 on the previous year's quarter. Westlane reserve income is up on last year's quarter due to some temporary permits issued to Jepun Investment who are experiencing difficulties with the apartment car park in Westlane and are temporarily using West Lane at the standard permit fee rate.

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 REPORT NUMBER: 17A0059 LC:jg  
 SUBJECT: QUARTERLY ON-STREET & OFF-STREET PARKING STATISTICS - JANUARY - MARCH 2017

			Number of Bays	Net Quarterly Income Jan - Mar 2016/2017	YTD Net Income 2016/2017	Net Quarterly Income Jan - Mar 2015/2016	YTD Net Income 2015/2016
<b>Westlane</b>	Reserved Bays	Actual Income	123	\$ 2,372	\$ 351,442	\$ 590	\$ 380,259
	Casual Bays	Actual Income	314	\$ 154,737	\$ 457,860	\$ 122,044	\$ 358,485
	% of Potential Income			86%	86%	87%	84%
<b>Cavenagh St</b>	Reserved Bays	Actual Income	55	-\$ 2,583	\$ 71,968	-\$ 1,382	\$ 81,160
	Casual Bays	Actual Income	336	\$ 105,995	\$ 319,499	\$ 98,254	\$ 303,097
	% of Potential Income			104%	105%	101%	102%
<b>McLachlan St</b>	Reserved Bays	Actual Income	0	\$ -	\$ -	\$ -	\$ 19,418
	Casual Bays	Actual Income	86	\$ 23,616	\$ 72,818	\$ 19,190	\$ 57,678
	% of Potential Income			90%	94%	93%	91%
<b>McMinn St</b>	Casual Bays	Actual Income	238	\$ 44,507	\$ 133,883	\$ 44,277	\$ 123,216
	% of Potential Income			102%	103%	105%	95%
	<b>Mitchell/Daly</b>	Reserved Bays	Actual Income	24	-\$ 1,036	\$ 16,236	\$ -
Casual Bays		Actual Income	74	\$ 14,980	\$ 44,344	\$ 13,535	\$ 44,338
% of Potential Income				110%	110%	103%	110%
<b>Nichols PI</b>	Reserved Bays	Actual Income	42	-\$ 371	\$ 33,549	\$ -	\$ 35,927
	Casual Bays	Actual Income	101	\$ 33,904	\$ 101,995	\$ 31,359	\$ 93,607
	% of Potential Income			111%	112%	107%	104%
<b>Chinatown</b>	Reserved Bays	Actual Income	96	-\$ 3,475	\$ 129,088	-\$ 11,531	\$ 284,727
	Casual Bays	Actual Income	394	\$ 107,824	\$ 309,497	\$ 84,796	\$ 225,255
	% of Potential Income			68%	66%	66%	57%
<b>Darwin Oval</b>	Reserved Bays	Actual Income	20	\$ -	\$ 24,182	-\$ 691	\$ 20,605
	Casual Bays	Actual Income	52	\$ 16,477	\$ 50,091	\$ 15,425	\$ 49,717
	% of Potential Income			104%	107%	107%	113%
<b>Stott Ln</b>	Reserved Bays	Actual Income	45	-\$ 1,458	\$ 34,178	-\$ 691	\$ 40,509
<b>Woods St</b>	Casual Bays	Actual Income	55	\$ 4,302	\$ 16,828	\$ 3,092	\$ 11,295
	% of Potential Income			43%	56%	32%	38%
	<b>Civic Ctr</b>	Reserved Bays	Actual Income	62	\$ 14,449	\$ 41,579	\$ 12,975
<b>Mitchell St</b>	Casual Bays	Actual Income	38	\$ 7,347	\$ 22,359	\$ 6,632	\$ 21,579
	% of Potential Income			105%	108%	98%	104%
	<b>Total</b>	<b>Reserved Bays</b>	<b>Actual Income</b>	<b>467</b>	<b>\$ 7,897</b>	<b>\$ 702,223</b>	<b>-\$ 729</b>
	<b>Casual Bays</b>	<b>Actual Income</b>	<b>1688</b>	<b>\$ 513,690</b>	<b>\$ 1,529,174</b>	<b>\$ 438,605</b>	<b>\$ 1,288,267</b>
	<b>% of Potential Income</b>			<b>88%</b>	<b>88%</b>	<b>87%</b>	<b>84%</b>
<b>GRAND TOTAL</b>			<b>2155</b>	<b>\$ 521,586</b>	<b>\$ 2,231,397</b>	<b>\$ 437,876</b>	<b>\$ 2,199,638</b>

2016/17 number of bays has altered compared to 2015/16, due to cancellations and movements during this period

## CONSULTATION PROCESS

Nil

## POLICY IMPLICATIONS

Council's parking fees are in line with Council's CBD Parking Strategy.

## BUDGET AND RESOURCE IMPLICATIONS

Nil

## RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

## ENVIRONMENTAL IMPLICATIONS

Nil

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REPORT NUMBER: 17A0059 LC:jg  
SUBJECT: QUARTERLY ON-STREET & OFF-STREET PARKING STATISTICS -  
JANUARY - MARCH 2017

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

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

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

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

For enquiries, please contact Liam Carroll on 89300559 or email:  
l.carroll@darwin.nt.gov.au.

ENCL: **CORPORATE & ECONOMIC DEVELOPMENT** AGENDA ITEM: **10.2.2**  
 YES **COMMITTEE/OPEN**

**QUARTER 2 AND QUARTER 3 - PERFORMANCE REPORT**

REPORT No.: 17TC0025 VG:ph COMMON No.: 1230662 DATE: 22/05/2017

**Presenter: Manager Strategy & Outcomes, Vanessa Green**

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

**PURPOSE**

The purpose of this report is to provide the Council with the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Performance Reports 2016/17 relating to Council's Corporate & Economic Development programs.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.3 Good governance

**Key Strategies**

5.3.3 Understand and manage Council's risk exposure

**KEY ISSUES**

- Strategic Plan and 2016/17 Municipal Plan.
- The performance of Corporate & Economic Development programs are tracking positively as expected for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters.
- Financial performance is as per the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Budget Reviews, and included at **Attachments A & B**. Please note, these reports have previously been adopted by Council.
- Action performance for quarter 2 (October – December 2016) and quarter 3 (January – March 2017) will generally be reported as 50% and 75% complete respectively, unless there is an exception.
- Key performance indicators (KPIs) are reported on as they fall due. For example, some annual KPIs are not reported until they are due at the end of the financial year, quarter 4.



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REPORT NUMBER: 17TC0025 VG:ph  
SUBJECT: QUARTER 2 AND QUARTER 3 - PERFORMANCE REPORT

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 17TC0025 VG:ph entitled Quarter 2 and Quarter 3 - Performance Report, be received and noted.

## **BACKGROUND**

In accordance with the Local Government Act Council prepares a Municipal Plan and Annual Report each year.

The Municipal Plan outlines Council's service delivery plan which includes key actions, budgets, and key performance indicators.

Legislation requires that Council's Annual Report must contain an assessment of the Council's performance against the Municipal Plan including key actions, budgets and key performance indicators and subsequently provides a high level assessment of progress towards achieving the longer term Strategic Plan.

To support the Annual Report process, quarterly reports are presented for Council consideration. This is in line with best practice reporting for local governments in other States.

The Corporate & Economic Development Committee has oversight of the following Municipal Plan Program Profiles:

- Business Services
- Contract Administration
- On and Off Street Parking Operations
- Property Management
- Records and Information Management
- Employee Relations
- Risk Audit and Safety
- Financial & Management
- Fleet Management
- Strategic Services
- Communications & Engagement
- Governance
- Darwin Entertainment Centre
- Information Technology
- Animal Management
- Regulatory Services

As such, reports for both the Corporate Services Department and Office of the Chief Executive Officer are presented to this Committee.

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 REPORT NUMBER: 17TC0025 VG:ph  
 SUBJECT: QUARTER 2 AND QUARTER 3 - PERFORMANCE REPORT

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Effective Quarter 4, the Corporate & Economic Development Committee will transfer the responsibility for Regulatory Services and the Darwin Entertainment Centre to the Community & Cultural Services Committee and Fleet Services to the Environment & Infrastructure Committee.

## **PREVIOUS DECISION**

*DECISION NO.21\4848 (20/09/16)*

### **Strategic Reporting**

*Report No. 16TC0059 VG:ph (20/09/16) Common No. 1230662*

*THAT the Committee resolve under delegated authority:-*

- A. *THAT Report Number 16TC0057 VG:ph entitled Strategic Reporting, be received and noted.*
- B. *THAT the Committee note the revised quarterly report format is effective for the 2016/17 Municipal Plan reporting.*

## **DISCUSSION**

Performance Reports provide an assessment of performance against actions and key performance indicators (KPIs) for each Program Profile.

Performance of the Corporate & Economic Development areas is tracking positively, as expected, for quarters 2 and 3.

2<sup>nd</sup> and 3<sup>rd</sup> Quarter Performance reports for both the Corporate Services Department and Office of the Chief Executive Officer are provided at **Attachments A & B**.

### **Financial Performance**

Council maintains a rigorous financial performance and reporting process which includes monthly financial reports and quarterly budget reviews. It is relevant to consider the quarterly budget review data in line with the quarterly performance reports as they closely align to the program profile structure in the Municipal Plan.

To ensure data integrity is maintained, these reports have not been reproduced. Departmental data has been included as **Attachments A & B** to this report for reference in conjunction with commentary outlined in the quarterly performance report.

### **Action Performance**

Action performance for quarter 2 (October 2016 to December 2016) and quarter 3 (January 2017 to March 2017) will generally be reported as 50% and 75% complete unless there is an exception. This is on the basis that 100% of the program will be delivered throughout the year.

Actions represent the key functions and outputs delivered by each service program.

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There are no areas of major concern at the end of Quarter 3.

### **KPI Performance**

Key performance indicators will be reported on as required and dependent on whether they are a quarterly or annual KPI. For example, community satisfaction is reported annually as opposed to each quarter. However once an annual KPI falls due it will be displayed in each quarterly report thereafter.

The majority of KPI results continue to be within an acceptable range.

For noting:

- Council is progressing work for the CBD Activation Working party, under the guidance of Northern Australia Capital City Committee (NACCC).
- The majority of Council policies have now been reviewed by the current term of Council with remaining policies scheduled to be adopted by 30 June 2017.
- The Risk Management & Audit Committee continues to monitor Council's legislative compliance, risk management and internal controls processes.
- Council's leadership and culture program is continuing with strong interest across the Council in the Leadership Development Program.

### **CONSULTATION PROCESS**

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

- Manager Business Services
- Manager People, Culture & Capability
- Manager Records Management
- Manager Information Technology
- Team Coordinator Risk, Audit & Safety
- Manager Finance
- Manager Strategy & Outcomes
- Senior Community Engagement Officer
- Manager Regulatory Services

### **POLICY IMPLICATIONS**

There are no direct policy implications as a result of this report and decision.

### **BUDGET AND RESOURCE IMPLICATIONS**

There are no direct budget or resource implications as a result of this report. If any budget variances are identified throughout the year they will be dealt with via normal Financial Management procedures.

Work is progressing to integrate Council's budget and actual results into the quarterly reports on an ongoing basis.

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

This report and decision supports implementing the overall intent of the Local Government Act for local government strategic and municipal planning and performance management.

Ongoing benefits also include more robust and accountable reporting in the Annual Report and more informed performance guiding the development of future Strategic and Municipal Plans.

### **ENVIRONMENTAL IMPLICATIONS**

There are no direct environmental implications as a result of this report and decision.

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

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

**VANESSA GREEN**  
**MANAGER STRATEGY &**  
**OUTCOMES**

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

For enquiries, please contact Vanessa Green on 89300531 or email:  
v.green@darwin.nt.gov.au.

#### **Attachments:**

- Attachment A:** 2<sup>nd</sup> Quarter Quarterly Performance Report – Corporate & Economic Development  
**Attachment B:** 3<sup>rd</sup> Quarter Quarterly Performance Report – Corporate & Economic Development

**2<sup>nd</sup> QUARTER**

**2016/17**



***City of Darwin***  
***Corporate Services Performance Report***

**Jul 16 - Dec 16**

<b>Costs of Services</b>							<b>YTD v FAB</b>
<b>for the period ended 31 December 2016</b>							
	<b>Full Original Budget \$'000</b>	<b>Full Amended Budget \$'000</b>	<b>Recommended Variations \$'000</b>	<b>Projected Result \$'000</b>	<b>YTD Actual \$'000</b>	<b>%</b>	<b>Notes</b>
<b>% of year elapsed</b>						<b>50%</b>	
<b>Corporate Services</b>							<b>Attachment B-3</b>
<b>Income</b>							
General Manager Corporate	6	6	-	6	22	405%	
Employee Relations	105	105	-	105	64	61%	
Finance Management	490	490	-	490	161	33%	
Fleet Management	73	73	-	73	22	30%	
Information Technology	53	53	-	53	38	73%	
On & Off Street Parking	5,122	5,122	-	5,122	2,926	57%	
Property Management	1,497	1,497	9	1,506	879	58%	
Regulatory & Animal Management	3,309	3,309	-41	3,268	1,737	53%	1
<b>Total income</b>	<b>10,654</b>	<b>10,654</b>	<b>-32</b>	<b>10,621</b>	<b>5,850</b>	<b>55%</b>	
<b>Expense</b>							
General Manager Corporate	964	964	-302	662	450	68%	2
Business Services	290	290	-	290	157	54%	
Contract Administration	161	161	-	161	82	51%	
Darwin Entertainment Centre	902	902	-	902	371	41%	
Employee Overheads (net)	117	117	-	117	-2	-1%	
Employee Relations	1,590	1,590	-	1,590	690	43%	
Finance Management	3,097	3,097	-	3,097	1,456	47%	
Fleet Management (net of internal charges/hire) *	-1,736	-1,736	-	-1,736	-863	50%	
Information Technology	2,736	2,736	-	2,736	1,521	56%	
On & Off Street Parking	5,170	5,170	-	5,170	2,619	51%	
Property Management	165	183	-	183	89	49%	
Records & Information Management	668	668	75	744	313	42%	3
Regulatory & Animal Management	4,546	4,546	56	4,602	2,335	51%	4

**Costs of Services**  
**for the period ended 31 December 2016**

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %	Notes
<b>% of year elapsed</b>						<b>50%</b>	
Risk Management	1,191	1,240	-	1,240	878	71%	
<b>Total expense</b>	<b>19,862</b>	<b>19,929</b>	<b>-170</b>	<b>19,759</b>	<b>10,096</b>	<b>51%</b>	
<b>Net surplus (-cost)</b>	<b>-9,209</b>	<b>-9,275</b>	<b>138</b>	<b>-9,137</b>	<b>-4,246</b>	<b>46%</b>	




**Notes on recommended variations:**

1. Decrease in income due to less permits being issued (\$56k) and anticipated cat registrations, (\$23k) partially offset by increases in suburban infringement income (\$17k) and dog registration income (\$21k).
2. Transfer Organisational Development function from Corporate Services department to CEO department ; no variation to overall COD budgets.
3. Transfer Records Information Officer from Infrastructure department to Records function; no variation to overall COD budgets.
4. Upgrade to mobile infringement system (\$35k) funded from On & Off Street Parking Reserve and increase in Public Places & CBD enforcement overtime and dog registration write-offs (offset by additional income ).

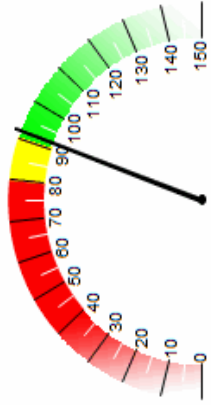
Note: function transfer actuals will be transferred in January in line with budget transfers.

## Corporate Services

### KPI Status





	>90% on track or better
	<90% and >70% marginal variance
	<70% off track or requires attention

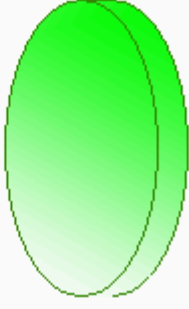
### Performance







- 7 KPIs reported on
- 6 KPIs with at least 90% of target
- 0 KPIs between 70 and 90% of target
- 1 KPIs with less than 70% of target
- 0 KPIs with no targets set

### Action Status




	Off Track	0.00%
	Monitor	0.00%
	On Track	100.00%
	No Target Set	0.00%
<b>Total:</b>		<b>100.00%</b>



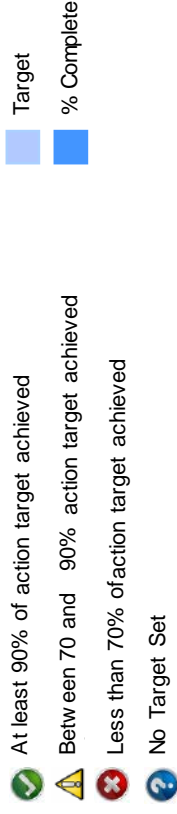
### KPI

KPI	Unit	Target	Actual	Action Status
< 20% internal annual staff turnover rate	%	20.00	5.20	
<b>Latest Comment</b> <i>For the first quarter turnover is at 1.7% For the second quarter turnover is at 5.2%</i>				
Annual Corporate Services departmental expenditure within approved budget	%	50.00	52.00	
<b>Latest Comment</b> <i>Year to date expenditure (excluding capital) versus budget.</i>				
Percentage of Council's annual Internal Audit Plan delivered	%	50.00	50.00	
<b>Latest Comment</b> <i>Two internal audits have been undertaken for: - Information Technology systems and security; and - Investment strategy</i>				
Percentage of Freedom of Information requests responded to within required timeframes	%	100.00	100.00	
<b>Latest Comment</b> <i>No comments entered for this KPI</i>				



KPI	Unit	Target	Actual	
Percentage of service desk requests closed against open requests during a period.	%	97.50	95.50	
<b>Latest Comment</b> <i>No comments entered for this KPI</i>				
Percentage of the Control Self-Assessment actions reviewed annually	%	100.00	100.00	
<b>Latest Comment</b> <i>All control self-assessments reviewed July 2016.</i>				
Percentage of vehicles available for use	%	0.00	0.00	
<b>Latest Comment</b> <i>This KPI is under review to ensure the reliability of the data source.</i>				


## Action Summary



Action	Start Date	End Date	Target	% Complete
1.2.2.3 Conduct enforcement activities to ensure compliance with Australian Road Rules, NT Traffic Regulations and Council By Laws	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.2.4.3 Manage and implement Council's animal management program	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.2.4.4 Educate community about socially responsible pet ownership and By Laws for animal management	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.2.5.1 Provide an after-hours emergency call-out service for attacking or dangerous dogs	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.2.5.2 Conduct routine patrols of public areas to ensure public facilities, parks and beaches are being used for lawful purposes	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.2.5.3 Monitor and report instances of illegal alcohol consumption and associated activities to the appropriate authorities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
1.3.1.1 Implement the City of Darwin Digital Strategy	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.1.4.1 Manage the operation and planning for City of Darwin on and off-street car parking facilities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.1.4.1 Manage and maintain compliance with Council's On and Off-Street Parking Control Program	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.1.4.2 Develop and implement Council's pricing strategy for on and off-street car parking facilities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.1 Provide business advisory services to Council on matters including investment property, business proposals and the use of council property for commercial activities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.2 Advise Council on Darwin's business, economic and tourist development and compliance in accordance with adopted policy	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.3 Negotiate the strategic purchase and disposal of land and property for Council	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.4 Manage security services to protect Council owned property	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.5 Negotiate and administer leases and agreements for Council's properties	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%
2.4.1.6 Issue licences and permits for activities undertaken on Council land / property and liaise with community market organisers	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	100%

2.4.1.7	Award contracts through transparent process of advertisement and assessment	01/07/2016	30/06/2017		100%	
2.4.1.8	Administer and monitor contracts to minimize risk to Council	01/07/2016	30/06/2017		100%	
4.2.1.1	Oversee the management of Darwin Entertainment Centre	01/07/2016	30/06/2017		100%	
4.2.1.3	Plan for and manage the renewal of capital at the Darwin Entertainment Centre to ensure a safe and functional facility	01/07/2016	30/06/2017		100%	
5.1.3.1	Manage and implement Council's asset management for computer hardware and software assets	01/07/2016	30/06/2017		100%	
5.1.3.2	Deliver, maintain and support software applications and information systems to ensure the Council works effectively	01/07/2016	30/06/2017		100%	
5.1.3.5	Manage Council's data security requirements including back-ups, data redundancy and high availability	01/07/2016	30/06/2017		100%	
5.2.1.1	Develop and implement a whole of Council Workforce Planning Strategy	01/07/2016	30/06/2017		100%	
5.2.1.2	Manage industrial relations matters and implement solutions	01/07/2016	30/06/2017		100%	
5.2.1.3	Deliver graduate and traineeship opportunities	01/07/2016	30/06/2017		100%	
5.2.1.6	Develop, negotiate and implement Council's Enterprise Agreement	01/07/2016	30/06/2017		100%	
5.2.1.7	Develop and implement employee performance framework	01/07/2016	30/06/2017		100%	
5.2.1.9	Manage effective employment processes	01/07/2016	30/06/2017		100%	
5.2.2.1	Manage the City of Darwin Workforce Wellbeing Committee	01/07/2016	30/06/2017		100%	
5.2.2.2	Develop and implement Council wide employee training and development opportunities	01/07/2016	30/06/2017		100%	
5.2.2.3	Develop and implement a framework to build leadership capacity across Council	01/07/2016	30/06/2017		100%	
5.3.1.1	Continually implement, review and improve records management services, policies and processes	01/07/2016	30/06/2017		100%	
5.3.1.2	Administer and maintain Council's records Keeping System	01/07/2016	30/06/2017		100%	
5.3.1.3	Manage Council's requests and compliance relating to Freedom of Information (FOI)	01/07/2016	30/06/2017		100%	
5.3.1.4	Provide staff training and development to ensure they are equipped to meet their records keeping responsibilities	01/07/2016	30/06/2017		100%	
5.3.2.1	Provide strategic and operational leadership to the Corporate Services Department	01/07/2016	30/06/2017		100%	
5.3.2.2	Attend Council and Committee Meetings to represent matters relating to Corporate Services	01/07/2016	30/06/2017		100%	

5.3.2.3	Lead implementation of Council plans, policy and decisions which involve Corporate Services	01/07/2016	30/06/2017		100%	
5.3.2.4	Actively participate in the Executive Leadership Team to monitor and resolve organisation-wide issues and represent matters relating to Corporate Services	01/07/2016	30/06/2017		100%	
5.3.2.5	Facilitate and deliver organizational leadership and culture development program	01/07/2016	30/06/2017		100%	
5.3.3.1	Manage and implement a Council wide Corporate Risk Management Framework including Strategic and Operational Risk Assessments	01/07/2016	30/06/2017		100%	
5.3.3.2	Implement and manage Council's workplace health and safety management system	01/07/2016	30/06/2017		100%	
5.3.3.4	Implement and manage Council's Internal Audit program	01/07/2016	30/06/2017		100%	
5.3.3.5	Develop, implement and manage Council's Control Self-Assessment Program	01/07/2016	30/06/2017		100%	
5.3.3.6	Develop and maintain Council's Business Continuity Management systems	01/07/2016	30/06/2017		100%	
5.3.3.7	Develop and maintain Council's Emergency Response Plans	01/07/2016	30/06/2017		100%	
5.5.1.1	Manage Council's heavy and light fleet	01/07/2016	30/06/2017		100%	
5.5.1.1	Manage Council's revenue functions including generation of Councils rates revenue	01/07/2016	30/06/2017		100%	
5.5.1.2	Purchase and dispose of vehicles and plant resources	01/07/2016	30/06/2017		100%	
5.5.1.2	Develop and implement a financially sustainable long term financial plan, annual budget and quarterly budget reviews	01/07/2016	30/06/2017		100%	
5.5.1.3	Manage and deliver on Council's annual statutory and financial reporting obligations	01/07/2016	30/06/2017		100%	
5.5.1.3	Monitor fleet condition and level of usage	01/07/2016	30/06/2017		100%	
5.5.1.4	Provide preventative maintenance, repair and modifications to Council's fleet, ensuring compliance with safety regulations	01/07/2016	30/06/2017		100%	
5.5.1.4	Manage and provide advice on Council's borrowing and investments in accordance with adopted policy	01/07/2016	30/06/2017		100%	
5.5.1.5	Develop and implement sound asset accounting practices	01/07/2016	30/06/2017		100%	
5.5.1.6	Manage and monitor Council's Payables processes including Councils Procurement framework and payroll	01/07/2016	30/06/2017		100%	

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.2 Advise Council on Darwin's business, economic and tourist development and compliance in accordance with adopted policy	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Business Services							

**Linked Related Plan(s):****Linked Action Filter(s):****Action Progress Comments**

- The Lord Mayor hosted the Darwin CBD Summit on 6 October 2016 which was attended by over 40 delegates representing the key stakeholder organisations within the CBD.
- The objective of the Summit was to collectively identify short, medium, and long term strategies to help ensure the viability, safety and liveability of the CBD into the future.
- A Working Group to progress the short term strategies was convened on 26 October 2016 with a number of actions allocated to various members.
- A further Darwin CBD Summit is scheduled for 9 March 2017.

**Key actions included:**

- Re-establishing the Northern Australia Capital City Committee (NACCC) targeted at enabling development of the City. City of Darwin and the NTG met in late 2016 to progress the re-establishment of the NACCC Committee.
- Working with the Property Council to lobby NTG discontinue the fragmentation of administrative officers from the City Centre
- During the quarter a working group was established to drive the timely implementation of strategies arising from the Summit. Further meetings will be held in the 3<sup>rd</sup> quarter.
- City of Darwin will be asked to consider an CBD activation fund during 2017/18 budget deliberations.
- Working with Tourism NT, DCWRA and NTG to investigate walking trails around the City promoting heritage assets

The next meeting is scheduled to be held in February 2017 to discuss the following:

- 6.2.5 Develop themed walking trails throughout the City and adjacent precincts to connect points of interest. Progress with Tourism NT, DCWRA & NTG.
- 6.2.10 Target red tape and cost reduction for events/activities in the Mall. Work with DCWRA to clarify and remove red tape barriers.
- 6.2.11 Create a calendar of events & activities for the City and Waterfront. Work with DCWRA, AHA and Darwin Waterfront Corporation.
- 6.2.15 Expand the existing playground in the Mall and refresh and Mall.

Other key objectives for the working group are to –

- Improve safety, security and cleanliness of the City;
- Parking, transport and creating a cycle friendly City; and
- Improving public spaces and reacting a walkable attractive City

Last Updated - 22/03/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.4 Manage security services to protect Council owned property	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Business Services					

**Linked Related Plan(s):**  
**Linked Action Filter(s):**

**Action Progress Comments**

Council's security contract is generally let for a period of two to three years and sourced through an open competitive process through Councils tender process to ensure value for money for Council.

Last Updated - 22/03/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.7 Award contracts through transparent process of advertisement and assessment	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN




<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Business Services					



**Linked Related Plan(s):**  
**Linked Action Filter(s):**

**Action Progress Comments**

On an annual basis Council administers in excess of 70 contracts which for 2016 the total value was approximately \$46.5 million an increase of 10% from the previous financial year.

Last Updated - 22/03/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.6 Issue licences and permits for activities undertaken on Council land / property and liaise with community market organisers	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Business Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council manages up to 100 leases, licenses and agreement in relation to various property holdings including alfresco and footpath dining							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.8 Administer and monitor contracts to minimize risk to Council	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Business Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
All tender contracts awarded by Council follow its Contract Management System which is overseen by the Contracts Administrator through a tender evaluation process and signed off by the Chief Executive Officer							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.3 Negotiate the strategic purchase and disposal of land and property for Council	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Business Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases in addition to property acquisitions and disposals. However due to their commercial in confidence nature are generally dealt within the confidential section of Council.							
Last Updated - 22/03/2017							



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.5 Negotiate and administer leases and agreements for Council's properties	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Business Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases properties. However due to commercial in confidence of the agreements these are generally dealt within the confidential section of Council,							
Last Updated - 22/03/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.1 Provide business advisory services to Council on matters including investment property, business proposals and the use of council property for commercial activities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Business Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases in addition to property acquisitions and disposals. However due to their commercial in confidence nature are generally dealt within the confidential section of Council,							
Councils is currently dealing with renewal of significant commercial lease.							
Last Updated - 24/01/2017							
<b>STRATEGY:</b>		<b>2.1.4 Provide parking facilities to meet community needs</b>					






<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.1.4.1 Manage the operation and planning for City of Darwin on and off-street car parking facilities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
On and Off Street Car Parking							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
The decline in car parking revenue experienced for the 12 months to June 2016 appears to have corrected to a positive upward trend with overall on street car parking utilisation up 2% to 39% for the six months to December 2016.							
Off street car parking utilisation has also increased by 5% to 89% for the six month period to December 2016, however in dollar terms there is a slight reduction in revenue as a result of 169 less permits issued this year.							
<b>INFRINGEMENTS</b>							
A total of 8284 infringements were issued in the CBD including off-street car parks for the period October – December 2016, this figure is up 1728 for the same period last year.							
<b>ON-STREET CAR PARKING</b>							
Council provides a total of 1,686 on-street car parking bays across Zones A, B & C in the CBD. The number of total on street car parking bays has increased by 94 bays from last year due to a reconfiguration of the Zones from 30 June 2017.							
For the quarter October – December 2016, Council generated a total of \$560,894 for on-street car parking. Total revenue is down \$5,481 on the previous year's quarter. Zone A declined by \$28,651, Zone B increased by \$20,308 and Zone C increased by \$2,862.							
Last Updated - 24/01/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.1.4.2 Develop and implement Council's pricing strategy for on and off-street car parking facilities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
On and Off Street Car Parking							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Councils resolved not to increase on and off street car parking fees from 1 July 2016; it did however adjust some permit parking fees							
Options have been prepared with a 5% increase for 2016/17 for Council to consider							
Last Updated - 24/01/2017							

## Finance

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

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.3 Manage and deliver on Council's annual statutory and financial reporting obligations	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Audited Financial Statements for 2015/16 reviewed by the Risk Management & Audit Committee and adopted by Council 15 November 2016. Last Updated - 27/01/2017					
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.6 Manage and monitor Council's Payables processes including Council's Procurement framework and payroll	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Council's accounts payable and procurement functions are ongoing. 1 February stores is transferring to Infrastructure. Last Updated - 27/01/2017					
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.5 Develop and implement sound asset accounting practices	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		This is continuous improvement. Previous improvements have been around componentization of assets and increasing the accuracy of depreciation expense. Currently reviewing accounting for waste remediation. Last Updated - 27/01/2017					

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>	
5.5.1.4 Manage and provide advice on Council's borrowing and investments in accordance with adopted policy	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN	
<b>Program Profile</b>								
Financial Management								
<b>Linked Related Plan(s):</b>								
<b>Linked Action Filter(s):</b>								
<b>Action Progress Comments</b>								
External review of Council's investment internal controls was undertaken and a report provided to the Risk Management & Audit Committee. Recommendations substantially adopted. A 2nd external review of investing strategy undertaken and is in progress for reporting to Management.								
Last Updated - 27/01/2017								
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>	
5.5.1.2 Develop and implement a financially sustainable long term financial plan, annual budget and quarterly budget reviews	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN	
<b>Program Profile</b>								
Financial Management								
<b>Linked Related Plan(s):</b>								
<b>Linked Action Filter(s):</b>								
<b>Action Progress Comments</b>								
Long Term Financial Plan 2016 - 2026 adopted.								
2016/17 budget review for first quarter presented November 2016.								
Plans in progress to develop the 2017/18 budget.								
Last Updated - 27/01/2017								
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>	
5.5.1.1 Manage Council's revenue functions including generation of Council's rates revenue	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN	
<b>Program Profile</b>								
Financial Management								
<b>Linked Related Plan(s):</b>								
<b>Linked Action Filter(s):</b>								
<b>Action Progress Comments</b>								
Rates levied August 2016.								
Last Updated - 27/01/2017								
<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>


Fleet

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


<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.3 Monitor fleet condition and level of usage	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.4 Provide preventative maintenance, repair and modifications to Council's fleet, ensuring compliance with safety regulations	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.1 Manage Council's heavy and light fleet	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.2 Purchase and dispose of vehicles and plant resources	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							


Information Technology


**STRATEGY:** 1.3.1 Develop and promote information and communication technology capabilities to service and inform the community

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>Target</b>	<b>Indicator</b>
1.3.1.1 Implement the City of Darwin Digital Strategy	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Information Technology						
<b>Linked Related Plan(s):</b>						
<b>Linked Action Filter(s):</b>						
<b>Action Progress Comments</b>						
Continued rollout of WiFi in open and public spaces, including Civic Park and greater coverage in the Mall. Reviewing projects as part in the IT Leadership group. Last Updated - 13/02/2017						

**STRATEGY:** 5.1.3 Research, implement and support technology and communication systems to deliver services more efficiently




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>Target</b>	<b>Indicator</b>
5.1.3.5 Manage Council's data security requirements including back-ups, data redundancy and high availability	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Information Technology						
<b>Linked Related Plan(s):</b>						
<b>Linked Action Filter(s):</b>						
<b>Action Progress Comments</b>						
Changes to Systems to support new IT High Availability Plans Last Updated - 13/02/2017						

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>Target</b>	<b>Indicator</b>
5.1.3.2 Deliver, maintain and support software applications and information systems to ensure the Council works effectively	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Information Technology						
<b>Linked Related Plan(s):</b>						
<b>Linked Action Filter(s):</b>						
<b>Action Progress Comments</b>						
Upgrades to Authority and Ci Anywhere as started. Last Updated - 13/02/2017						

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.1.3.1 Manage and implement Council's asset management for computer hardware and software assets	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Information Technology							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Continuous upgrade of Network and security systems.							
Last Updated - 13/02/2017							

## Office of GM Corporate Services



**STRATEGY:** 4.2.1 Encourage the growth and development of the arts




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
4.2.1.3 Plan for and manage the renewal of capital at the Darwin Entertainment Centre to ensure a safe and functional facility	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Darwin Entertainment Centre							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Asset management plan completed and implemented on an ongoing basis. Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
4.2.1.1 Oversee the management of Darwin Entertainment Centre	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Darwin Entertainment Centre							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Overseeing the management of the Darwin Entertainment Centre is ongoing and on track. Last Updated - 22/03/2017							
<b>STRATEGY:</b> 5.3.2 Display contemporary leadership and management practices							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.4 Actively participate in the Executive Leadership Team to monitor and resolve organisation-wide issues and represent matters relating to Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
GM participates in weekly Executive Leadership Team and Project Control Group meetings. Last Updated - 22/03/2017							


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.1 Provide strategic and operational leadership to the Corporate Services Department	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Carried out on an ongoing basis through leadership and management practices.							
Last Updated - 22/03/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.5 Facilitate and deliver organizational leadership and culture development program	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Carried out on an ongoing basis through leadership and management practices.							
Last Updated - 22/03/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.2 Attend Council and Committee Meetings to represent matters relating to Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Preparation and presentation of reports completed and Council and Committee meetings attended.							
Last Updated - 22/03/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.3 Lead implementation of Council plans, policy and decisions which involve Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Implemented on an ongoing basis.							
Last Updated - 22/03/2017							



**STRATEGY: 5.3.3 Understand and manage Council's risk exposure**




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.4 Implement and manage Council's Internal Audit program	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Audit program for 2016/17 approved by Risk Management & Audit Committee in late 2015.							
Audit Program for 16/17 50% complete.							
Program on schedule.							
Last Updated - 25/01/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.1 Manage and implement a Council wide Corporate Risk Management Framework including Strategic and Operational Risk Assessments	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Risk Management Framework and all assessments reviewed in July 2016 and presented to Risk Management & Audit Committee.							
New integrated Risk Management and Control Self-Assessment software developed, installed and tested January 2017. Go live expected June 2017.							
Last Updated - 25/01/2017							




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.5 Develop, implement and manage Council's Control Self-Assessment Program	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Control Self-Assessment program undertaken April 2016 through to August 2016. Report was presented to Risk Management & Audit Committee October 2016.							
New integrated Audit and Risk Management software developed, installed and tested January 2017. Go live date expected June 2017.							
Last Updated - 25/01/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.6 Develop and maintain Council's Business Continuity Management systems	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Business Continuity Plans have been upgraded to the latest version of the BC Program.							
New version of Business Continuity Software developed, installed and tested January 2017. Go live date expected June 2017.							
Last Updated - 25/01/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.7 Develop and maintain Council's Emergency Response Plans	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Emergency Response Plans and associated documentation reviewed in total July 2016. Next review July 2017.							
Last Updated - 25/01/2017							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.3.2 Implement and manage Council's workplace health and safety management system	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Workplace Health and Safety Management System and associated documentation reviewed and updated July 2016.							
Last Updated - 25/01/2017							

## People, Culture and Capability

**STRATEGY:** 5.2.1 Attract, develop and retain a skilled workforce that is flexible and adaptable




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.2 Manage industrial relations matters and implement solutions	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
There are two active IR matters							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.9 Manage effective employment processes	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
This program is ongoing as matters arise.							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.7 Develop and implement employee performance framework	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Existing framework will undergo a review early 2017. Consultation will be undertaken across all levels of the organisation.							
Last Updated - 08/02/2017							


<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.1 Develop and implement a whole of Council Workforce Planning Strategy	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Much of the key strategies under the Workforce Planning Strategy remain ongoing with several key pieces for development in 2017.							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.6 Develop, negotiate and implement Council's Enterprise Agreement	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Negotiations to replace the existing Collective Agreement will commence in late March/early April of 2017.							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.3 Deliver graduate and traineeship opportunities	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Program is ongoing.							
Currently seeking internal directorate submissions to advertise for:							
- three traineeships; and							
- one graduate role.							
All submissions close 30 November 2016.							
Above positions have now been filled.							
Last Updated - 08/02/2017							
<b>STRATEGY: 5.2.2 Foster an engaged, healthy workplace culture focussed on value delivery</b>							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.3 Develop and implement a framework to build leadership capacity across Council	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q2. This item is ongoing through the 52.2.3 around Leadership Development and other initiatives/works							
Last Updated - 08/02/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.1 Manage the City of Darwin Workforce Wellbeing Committee	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q2. Ongoing promotion of Health Lifestyles through a variety of promotional material. Balcony herb garden retired and ready for refresh in Q3.							
Last Updated - 08/02/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.2 Develop and implement Council wide employee training and development opportunities	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q2. Essential Leadership Program launched, this program has been well received and will form ongoing fixture in the training calendar. Promoted next intake of professional development.							
Last Updated - 08/02/2017							

## Records and Information Management

**STRATEGY:** 5.3.1 Demonstrate good corporate practice and ethical behaviour

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.4 Provide staff training and development to ensure they are equipped to meet their records keeping responsibilities	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Periodic staff training has been consistently provided throughout this period at all locations across Council.							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.2 Administer and maintain Council's records Keeping System	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council's Records Keeping System (Ci Anywhere) is continuing to improve in both functionality and quality control measures.							
Last Updated - 22/03/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.1 Continually implement, review and improve records management services, policies and processes	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
A range of processes and services have seen improvements over this quarter including an increased capacity of document processing from the Records Management Unit as well as the restructuring of 70 CARRS across council.							
Last Updated - 22/03/2017							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.3 Manage Council's requests and compliance relating to Freedom of Information (FOI)	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
All Freedom of Information request have been processed correctly and within their allocated timeframes.							
Last Updated - 22/03/2017							



Regulatory Services

**STRATEGY:** 1.2.2 Provide secure and clean public places and open spaces

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.2.3 Conduct enforcement activities to ensure compliance with Australian Road Rules, NT Traffic Regulations and Council By Laws	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 22/03/2017

**STRATEGY:** 1.2.4 Provide for diversity of uses and experiences in public places and open spaces

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.4.4 Educate community about socially responsible pet ownership and By Laws for animal management	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 22/03/2017

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.4.3 Manage and implement Council's animal management program	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 22/03/2017

**STRATEGY:** 1.2.5 Participate and partner in activities that contribute to a safer Darwin.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.1 Provide an after-hours emergency call-out service for attacking or dangerous dogs	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 22/03/2017

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.3 Monitor and report instances of illegal alcohol consumption and associated activities to the appropriate authorities	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.2 Conduct routine patrols of public areas to ensure public facilities, parks and beaches are being used for lawful purposes	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							
<b>STRATEGY: 2.1.4 Provide parking facilities to meet community needs</b>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.1.4.1 Manage and maintain compliance with Council's On and Off-Street Parking Control Program	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 22/03/2017							

**2<sup>nd</sup> QUARTER**

**2016/17**



***City of Darwin***  
***Office of the Chief Executive Performance Report***

**Jul 16 - Dec 16**

**Costs of Services**  
for the period ended 31 December 2016

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %	Notes
<b>% of year elapsed</b>						<b>50%</b>	
<b>Chief Executive Officer</b>							<b>Attachment B-1</b>
<b>Income</b>							
Office of the Chief Executive	-	-	3	3	5	163%	
Climate Change	50	50	-	50	51	102%	
Communications & Engagement	-	-	-	-	38	1000%	
Strategy & Outcomes	15	15	-	15	-	0%	
<b>Total income</b>	<b>65</b>	<b>65</b>	<b>3</b>	<b>68</b>	<b>94</b>	<b>139%</b>	
<b>Expense</b>							
Office of the Chief Executive	768	778	3	781	415	53%	
Climate Change	546	546	3	549	316	57%	
Communications & Engagement	839	1,014	-11	1,003	550	55%	1
Governance	1,531	1,531	-	1,531	687	45%	
Organisational Development	-	-	302	302	-	0%	2
Strategy & Outcomes	361	385	-	385	199	52%	
<b>Total expense</b>	<b>4,045</b>	<b>4,254</b>	<b>296</b>	<b>4,550</b>	<b>2,166</b>	<b>48%</b>	
<b>Net surplus (-cost)</b>	<b>-3,981</b>	<b>-4,189</b>	<b>-293</b>	<b>-4,482</b>	<b>-2,072</b>	<b>46%</b>	




**Note on recommended variations:**

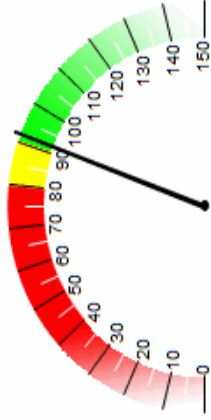
1. Transfer out Community Engagement function to Community & Cultural Services (-\$121k); no variation to overall COD budgets. Transfer in of education component of Bike Plan from capital budget (+\$110).
2. Transfer Organisational Development function from Corporate Services department to CEO department ; no variation to overall COD budgets.

Note: function transfer actuals will be transferred in January in line with budget transfers.

## Office of the Chief Executive

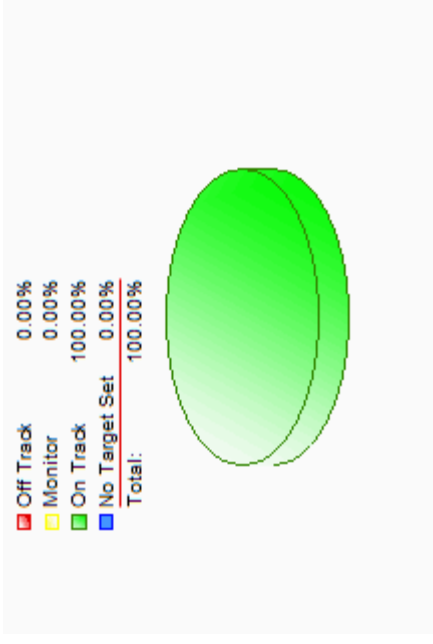
### KPI Status

 GREEN	>90% on track or better
 YELLOW	<90% and >70% marginal variance
 RED	<70% off track or requires attention







- 5 KPIs reported on
- 3 KPIs with at least 90% of target
- 1 KPIs between 70 and 90% of target
- 1 KPIs with less than 70% of target
- 0 KPIs with no targets set

### Action Status



## KPI

KPI	Unit	Target	Actual	
> 300,000 website 'hits' per annum	#	150,000.00	298,330.00	 GREEN
<b>Latest Comment</b> <i>No comments entered for this KPI</i>				
Increase in the number of followers on Facebook	%	15.00	32.00	 GREEN
<b>Latest Comment</b> <i>Followers as at 30 June 2016 - 4,638</i> <i>Followers as at 30 September 2016 - 5,401</i>				
Number of media releases with positive media coverage	#	80.00	85.70	 GREEN
<b>Latest Comment</b> <i>No comments entered for this KPI</i>				
Number of successful grant funding applications	%	60.00	0.00	 RED
<b>Latest Comment</b> <i>Two funding applications were submitted during the Quarter under the Department of Local Government Special Purpose Grants Program. Applications for building silent rooms at Casuarina Library and a multi-purpose facility at Crisp Street were unsuccessful.</i>				

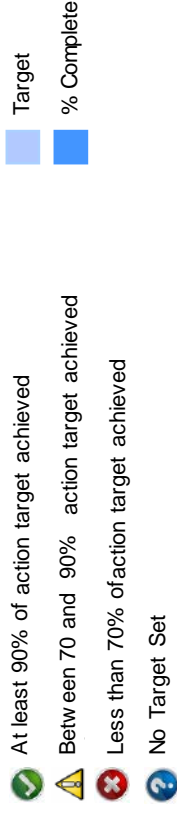
KPI	Trend	Unit	Target	Actual
Percentage of current term policy review complete in 2016/17	 Jul 16 - Dec 16	%	100.00	80.72



**Latest Comment**

17 policies remain outstanding for review. 2 of these policies have been adopted in draft for community consultation.

## Action Summary



Action	Start Date	End Date	Progress	Status
1.4.1.1 Provide high level support and coordination of Council's role on; Northern Australia Capital City Committee (NACCC); Top End Regional Organisation of Councils (TOPROC); and Council of Capital City Lord Mayors (CCCLM)	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin in community	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.3.1.1 Monitor stormwater and waterway water quality	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.1.3.1 Manage Council's statistical profiles and analysis	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.3.1.1 Implement the City of Darwin Governance Framework	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.3.1.2 Manage Council's compliance with statutory obligations for Council Meetings, including by-laws	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.3.1.3 Administer Council meetings and activities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.3.2.1 Manage and provide high level executive support to the Office of the Lord Mayor and Chief Executive Officer	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔
5.3.2.1 Develop and implement a strategic approach to seeking external grants and council recognition through awards	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	✔

5.3.2.2	Develop and implement Council's Performance Management Framework including regular public reporting of performance against Council's Strategic and Municipal Plans	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.2.2	Provide administrative support to Elected Members	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.3.1	Manage Council's Legislative Compliance Program and Policy Framework	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.4.1	Develop and implement Elected Member, Chief Executive Officer and staff communication mediums	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.4.3	Develop and coordinate the delivery of a whole of Council community engagement program	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.4.6	Develop and manage Council's social media platforms and websites	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.5.1	Manage and implement Council's Communications Strategy and develop an annual Communications Plan	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.5.2	Manage Council's reputation through effective media management strategies, public relations and marketing	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	
5.3.5.3	Manage marketing and promotion of Council's brand including sponsorship arrangements	01/07/2016	30/06/2017	 0% 20% 40% 60% 80% 100%	



## Action Details

### Office of the Chief Executive

#### Climate Change and Environment

#### STRATEGY: 3.1.1 Reduce Council's greenhouse gas emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	BTooke Rankmore - Manager Climate Change & Environment	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN

Program Profile	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment				

#### Linked Related Plan(s):



#### Linked Action Filter(s):

#### Action Progress Comments




Implementation of recommendations from the Deloittes Environmental System assessment is ongoing. Notably the development of Standard Operating procedures for environmental reporting and site inspections, environmental checklist, register of NT and Commonwealth legislation and clauses to be used in contractor and lease arrangements . These documents will be brought together into an Operational Environmental Management Plan. CCE staff are continuing to work with OHS staff based at the Operations Centre to include environmental conditions in Safe Working Methods Statements.

Last Updated - 08/02/2017



#### STRATEGY: 3.2.1 Increased community understanding of climate change and environment issues and mitigation and adaptation actions

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	Jade Leask - Senior Climate Change & Environmental Officer	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
2nd Quarter Update (October - December 2016)							
Climate Change & Environment ran the following events this quarter:							
Ride To Work Day with over 150 attendees							
Aussie backyard bird count and Bird Week							
Bird ID cycling tour of East Point							
Bird Week display and school holiday library program							
Welcome to the waders and opening of the Nightcliff shorebird sign							
Annual Tree Planting Day with School groups planted 2000 trees with 70 students from Anula and Marrara Primary schools							
Staff participated in the following forums coordinated by other agencies:							
Coast Adapt workshop by NCARF							
Science at Sunset by Inspiring Australia and CDU							
TNRM Conference - including; Esri inspiring stories workshop, thumbs up social media, Darwin Aquaculture, and grant writing.							
Last Updated - 10/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	Brooke Rankmore - Manager Climate Change & Environment	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Action plan continued to be implemented.							
Over the last 3 months awarded the Energy Strategy tender which will be completed by April. A new GHG emissions target will be established as part of this process.							
Last Updated - 08/02/2017							

**STRATEGY:** 3.2.3 Lobby governments, developers and industry to undertake sustainable projects and behaviours


<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	Brooke Rankmore - Manager Climate Change & Environment	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Where appropriate, comment is provided on development applications and submissions provided to NT Government initiatives.							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	Brooke Rankmore - Manager Climate Change & Environment	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Where appropriate, comment has been provided on development applications and submissions provided to NT Government initiatives.							
Last Updated - 08/02/2017							
<b>STRATEGY: 3.3.1 Advocate for the conservation of natural systems</b>							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.3.1.1 Monitor stormwater and waterway water quality	Jade Leask - Senior Climate Change & Environmental Officer	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Second Quarter Update (October - December 2016)							
With the large amount of rainfall before Christmas the bacteria levels in Lake Alexander increased to greater than 200/100ml, the level recommended for safe recreational activity. This resulted in lake Alex being CLOSED for a number of weeks over the Christmas/New Year.							
When the lake is CLSOED monitoring occurs daily, with two samples with safe bacteria readings required before the Lake is reopened to the public.							
The first wet season samples of the storm water drains was also completed, showing high bacteria levels across the board, again common after the first rains.							
Last Updated - 08/02/2017							

**STRATEGY:** 3.3.2 Increase biodiversity richness and abundance across Darwin

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	Jade Leask - Senior Climate Change & Environmental Officer	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Second Quarter Update (October-December 2016)							
The Lakeside Drive Treatment Plan commenced in October with 95% of the debris removed and bollards installed to reduce access installed prior to the arrival of the wet season. The remainder of the works will be undertaken after the wet conditions subside to allow vehicle access.							
A Gardens for Wildlife program has been developed with a report going to E&I early next year. Gardens for Wildlife will be a voluntary program for urban and peri-urban land holders, who are interested in utilising their property as wildlife habitat. This program would play a role in enhancement of corridors and patches of viable wildlife habitat in developed areas.							
The George Brown Memorial Scholarship winner Tiffanie Pearse finished her 3 month placement with CC&E in November. Tiffany worked on a number of educational and community environmental events and on aligning our school presentations and materials to national curriculum requirements.							
Last Updated - 08/02/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	Jade Leask - Senior Climate Change & Environmental Officer	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Second Quarter Update (October - December 2016)							
East Point Fauna survey report was received in October. The survey found healthy populations of many native species with the vegetated areas showing good levels on biodiversity. Additional survey transects were undertaken as part of the East Point / Nightcliff fauna assessment.							
The next stage of revegetation at East Point was also undertaken in December as a Tree Planting Event with schools.							
Last Updated - 08/02/2017							

Office of the Chief Executive

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

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.6 Develop and manage Council's social media platforms and websites	Danielle Avolio - Digital Marketing & Communications Officer	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							

**Linked Related Plan(s):**  
**Linked Action Filter(s):**

**Action Progress Comments**

A major website development project is in progress. The project is progressing well and is expected to be complete in early 2016. The new website will provide new functionality, easy and robust search and up-to-date best practice in user experience.

Social Media continues to perform well across all platforms with Facebook the most popular of the three platforms.

Facebook Followers:

Facebook likes are well on the way to meet 2016/17 KPIs with an increase in likes of 16% in the first quarter.

July 2016	September 2016	Percentage increase
4647	5401	16%

Instagram Followers


Instagram statistics are available in real-time only, likes have increased steadily over 2016

January 2016	7 October 2016	Percentage increase
1000	1929	93%


Twitter Followers



Twitter is unable to provide full analytics, as of 7 October 2016, Twitter followers are currently 4,236.




Last Updated - 05/04/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.3 Develop and coordinate the delivery of a whole of Council community engagement program	Sheree Jeeves - Senior Community Engagement Officer	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
There were 11 community engagement projects completed between October to December 2016 (a total of 20 completed for the 2016/17 financial year to date). There is a further 9 community engagement projects underway. The major community engagement projects coming up are: -Gardens Oval Lights -Draft Animal Management Plan -Cavenagh / Bennett Street intersection upgrade -Foreshore erosion works Last Updated - 03/01/2017							

**STRATEGY: 5.3.5 Increase community awareness of the role and achievements of Council**




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.2 Manage Council's reputation through effective media management strategies, public relations and marketing	Jordon Raymond-Monro - Senior Communications and Public Relations Officer	In Progress	01/07/2016	30/06/2017	50%	50%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
In the last three months, the majority of media releases picked up by the media were positively received. However several hot topics have received negative attention. This includes the ongoing debate about the Daly Street roundabout and the modifications made to the scramble crossings. The announcement of the successful tender for the Bicentennial Park community play space received some negative coverage. Most public relations and marketing campaigns were positively received. Last Updated - 05/04/2017							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.3 Manage marketing and promotion of Council's brand including sponsorship arrangements	Josie Matthiesson - Research & Project Co-ordinator	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Current sponsorships are tracking well in half of 2016/2017. No new ongoing Sponsorship Agreements were entered into for the 2016/2017 year.							
Continued to ensure Council received sponsor benefits during the quarter. NT Masters Athletics Championships were given \$2,500 sponsorship from the sponsorship contingency fund for this years event only.							
New brand revisions continue to be rolled out and implemented.							
Last Updated - 05/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.1 Manage and implement Council's Communications Strategy and develop an annual Communications Plan	Josie Matthiesson - Research & Project Co-ordinator	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council's Communications Strategy is being satisfactorily managed and implemented. Standouts include significant increases in social media followers (Facebook, Instagram and Twitter), high responses to new animal management TV Commercials,							
We are currently developing two new and one revised campaign. A Recycling Campaign - 'Recycle for Good' with a new TV Commercial launches in Nov 2016. The 'Share the Road/Share the Path Campaign is currently being designed with a new TV Commercial. A revised campaign for Bombing of Darwin Day - emphasizing the 75th Anniversary is being rolled out from now until Feb 2017.							
Last Updated - 05/04/2017							
<b>STRATEGY:</b>		<b>5.3.1 Demonstrate good corporate practice and ethical behaviour</b>					

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.3 Administer Council meetings and activities	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		All Council meetings and activities were carried out according to schedule. Last Updated - 03/04/2017					
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.2 Manage Council's compliance with statutory obligations for Council Meetings, including by-laws	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Council and committee meetings operated in accordance with By-Laws and Meeting Policy. Policy 043 - Meetings and ancillary documentation is currently under review with a workshop to be scheduled with Elected Members in early 2017. Last Updated - 03/04/2017					
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.1 Implement the City of Darwin Governance Framework	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Council continues to operate in accordance with the Governance Framework to ensure City of Darwin manages its responsibilities efficiently, effectively and in the best interests of the community. The Framework document is currently being updated administratively and will be presented to Council early 2017. Last Updated - 03/04/2017					



**STRATEGY:** 5.3.2 Display contemporary leadership and management practices






<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.2 Provide administrative support to Elected Members	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Elected Members provided with ongoing administration and support in accordance with adopted policy.							
Last Updated - 03/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.1 Manage and provide high level executive support to the Office of the Lord Mayor and Chief Executive Officer	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
High level support provided to the Office of the Lord Mayor and Chief Executive Officer. Hosted National Local Government Chief Officer's Group Conference and Council of Capital City Lord Mayors Meeting and Annual General Meeting October 2016.							
Last Updated - 03/04/2017							
<b>STRATEGY:</b> 5.3.4 Encourage community participation by engaging, communicating and working in partnership with the community							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.1 Develop and implement Elected Member, Chief Executive Officer and staff communication mediums	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Friday Flyer to Elected Members was delivered regularly for the period July - December 2016.							
Last Updated - 03/04/2017							

## Strategy and Outcomes

**STRATEGY:** 1.4.1 Actively engage with all levels of government to coordinate efficiencies and develop opportunities

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
1.4.1.1 Provide high level support and coordination of Council's role on; Northern Australia Capital City Committee (NACCC); Top End Regional Organisational of Council's (TOPROC); and Council of Capital City Lord Mayors (CCCLM)	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
No NACCC Meetings have been held to date following the NT Government Election, however work has progressed at the officer level to reestablish the NACCC with a focus on Smart Cities and the Federal Government City Deals program.							
Advocacy Papers on behalf of TOPROC were developed in response to the Federal and Territory Government Elections. The last meeting was held on 18 November 2016 with the Chair officially transferred to Litchfield Council. The next meeting is scheduled to be held 19 April 2017.							
Lord Mayor completed her role as Chair of CCCLM in December 2016. The CCCLM AGM was held in Darwin on 13 and 14 October 2016. Lord Mayor and Council's Executive Manager attended political meetings in Canberra in mid-November 2016. The Prime Minister confirmed that all Capital Cities would be in receipt of a City Deal. Lord Mayors discussed the four policy priorities; Economic Development, Infrastructure, Climate Action and City Resilience. Policy papers were developed and presented to Federal Government members including the Prime Minister.							
Last Updated - 03/04/2017							
<b>STRATEGY:</b> 5.1.3 Research, implement and support technology and communication systems to deliver services more efficiently							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.1.3.1 Manage Council's statistical profiles and analysis	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>							
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Id consulting provide statistical and economic analysis of the Darwin municipality through Profile Id, Economy Id and Atlas Id, which are all available through Councils website.							
Id consulting were on site in September 2016 to provide training to interested members of staff.							
These resources greatly contribute to Council's grant application process and provide a sound basis for statistical and research material.							
Last Updated - 03/04/2017							
<b>STRATEGY:</b> 5.3.2 Display contemporary leadership and management practices							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.2 Develop and implement Council's Performance Management Framework including regular public reporting of performance against Council's Strategic and Municipal Plans	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
2015/16 Annual Report has been endorsed by the Risk Management and Audit Committee at the end of October 2016. and adopted by Council 15 November 2016. The report forwarded to the Minister for Local Government as required by Legislation.							
Quarterly Performance Reporting against the Strategic Plan and Municipal Plan has commenced with Quarter 1 reports presented to the November 2016 round of Committees.							
Last Updated - 03/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.1 Develop and implement a strategic approach to seeking external grants and Council recognition through awards	Michael Cormack - Strategic Project Officer	In Progress	01/07/2016	30/06/2017	50%	50%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Two new funding applications were submitted during the period for Special Purpose Grant Funding from the Department of Local Government and Community Services.							
Projects submitted included Building Silent Rooms at Casaurina Library and Building a multipurpose sports facility at Chrisp Street.							
In addition, Council submitted three projects under the Black Spot Funding program which included:							
- Conducting a traffic study at the intersection of Dickward Drive and Progress Drive and the intersection of Progress Drive and Oleander Street							
- Conducting a traffic study of Lee Point Road							
- Extending the median through intersection to prevent a right turn and through movements at the intersection of Daly Street and Woods Street							
Last Updated - 03/04/2017							
<b>STRATEGY:</b>		<b>5.3.3 Understand and manage Council's risk exposure</b>					

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.3.1 Manage Council's Legislative Compliance Program and Policy Framework	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	50%	50%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
There have been 67 (80.7%) of the 83 policies have been reviewed to date with a further two remaining under review at the end of this quarter.							
All policies are to be reviewed during the term of the Council. This is on track to be achieved.							
Last Updated - 03/04/2017							

**ATTACHMENT B**

**3<sup>RD</sup> QUARTER**

**2016/17**



***City of Darwin***

**Corporate Services Performance Report  
Jul 16 - Mar 17**

<b>Costs of Services</b>							<b>YTD v FAB</b>
<b>for the period ended 31 December 2016</b>							
	<b>Full Original Budget \$'000</b>	<b>Full Amended Budget \$'000</b>	<b>Recommended Variations \$'000</b>	<b>Projected Result \$'000</b>	<b>YTD Actual \$'000</b>	<b>%</b>	<b>Notes</b>
<b>% of year elapsed</b>						<b>50%</b>	
<b>Corporate Services</b>							<b>Attachment B-3</b>
<b>Income</b>							
General Manager Corporate	6	6	-	6	22	405%	
Employee Relations	105	105	-	105	64	61%	
Finance Management	490	490	-	490	161	33%	
Fleet Management	73	73	-	73	22	30%	
Information Technology	53	53	-	53	38	73%	
On & Off Street Parking	5,122	5,122	-	5,122	2,926	57%	
Property Management	1,497	1,497	9	1,506	879	58%	
Regulatory & Animal Management	3,309	3,309	-41	3,268	1,737	53%	1
<b>Total income</b>	<b>10,654</b>	<b>10,654</b>	<b>-32</b>	<b>10,621</b>	<b>5,850</b>	<b>55%</b>	
<b>Expense</b>							
General Manager Corporate	964	964	-302	662	450	68%	2
Business Services	290	290	-	290	157	54%	
Contract Administration	161	161	-	161	82	51%	
Darwin Entertainment Centre	902	902	-	902	371	41%	
Employee Overheads (net)	117	117	-	117	-2	-1%	
Employee Relations	1,590	1,590	-	1,590	690	43%	
Finance Management	3,097	3,097	-	3,097	1,456	47%	
Fleet Management (net of internal charges/hire) *	-1,736	-1,736	-	-1,736	-863	50%	
Information Technology	2,736	2,736	-	2,736	1,521	56%	
On & Off Street Parking	5,170	5,170	-	5,170	2,619	51%	
Property Management	165	183	-	183	89	49%	
Records & Information Management	668	668	75	744	313	42%	3
Regulatory & Animal Management	4,546	4,546	56	4,602	2,335	51%	4

<b>Costs of Services</b>						
<b>for the period ended 31 December 2016</b>						
	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %
<b>% of year elapsed</b>						<b>50%</b>
Risk Management	1,191	1,240	-	1,240	878	71%
<b>Total expense</b>	<b>19,862</b>	<b>19,929</b>	<b>-170</b>	<b>19,759</b>	<b>10,096</b>	<b>51%</b>
<b>Net surplus (-cost)</b>	<b>-9,209</b>	<b>-9,275</b>	<b>138</b>	<b>-9,137</b>	<b>-4,246</b>	<b>46%</b>

**Notes on recommended variations:**

- Decrease in income due to less permits being issued (\$56k) and anticipated cat registrations, (\$23k) partially offset by increases in suburban infringement income (\$17k) and dog registration income (\$21k).
- Transfer Organisational Development function from Corporate Services department to CEO department ; no variation to overall COD budgets.
- Transfer Records Information Officer from Infrastructure department to Records function; no variation to overall COD budgets.
- Upgrade to mobile infringement system (\$35k) funded from On & Off Street Parking Reserve and increase in Public Places & CBD enforcement overtime and dog registration write-offs (offset by additional income ).

Note: function transfer actuals will be transferred in January in line with budget transfers.

# Corporate Services

## Overview

### KPI Status



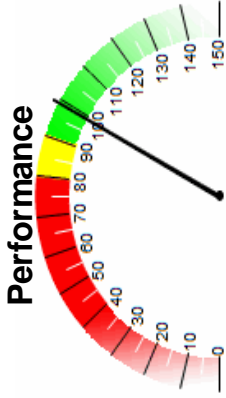
>90% on track or better



<90% and >70% marginal variance



<70% off track or requires attention



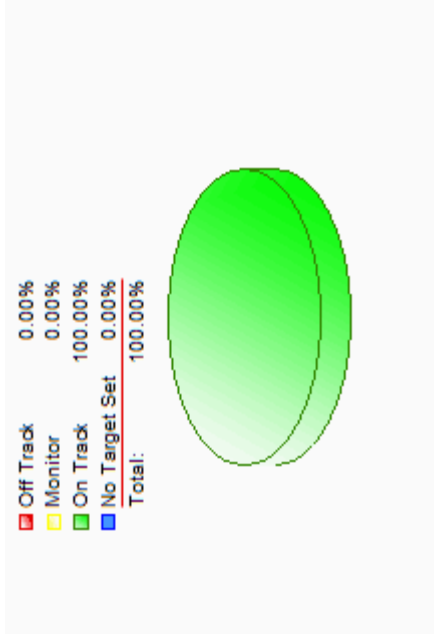
14 KPIs reported on

9 KPIs with at least 90% of target

4 KPIs between 70 and 90% of target

1 KPIs with less than 70% of target









0 KPIs with no targets set






## KPI







KPI	Unit	Target	Actual
< 20% internal annual staff turnover rate	%	20.00	7.70
<b>Latest Comment</b> First quarter turnover was at 1.7% Second quarter turnover was at 5.2% Third quarter turnover was at 7.7%			
Annual Corporate Services departmental expenditure within approved budget	%	75.00	75.00
<b>Latest Comment</b> Year to date expenditure (excluding capital) versus budget.			
Annual Darwin Entertainment Centre expenditure within approved budget	%	75.00	84.00
<b>Latest Comment</b> Year to date expenditure (excluding capital) versus budget.			



KPI	Unit	Target	Actual	
Community perception of safety in parks, reserves and public open spaces	%	60.00	86.00	 GREEN
<b>Latest Comment</b> Council no longer asks this question in its annual Community Satisfaction Survey. Rather, the questions now seek to determine whether the community feel unsafe more during the day or at night and which public spaces they feel most unsafe. This KPI now reports the level of community satisfaction with feeling safe during the day time. In 2016, 86% of people said they feel safe during the daytime, slightly down from 88% in the previous year and 91% in 2014. Feeling of safety at night-time has also declined slightly with 48% of respondents indicating they felt safe as opposed to 59% the previous year.				
Community satisfaction with dog and cat control and education programs	#	3.30	3.10	 GREEN
<b>Latest Comment</b> Whilst views of animal control and education were mixed, 34% of people were satisfied with the services provided in 2016/17. The service was rated 3.1, slightly up from 3.0 the previous year.				
Number of cats registered within the City of Darwin	#	1,500.00	1,226.00	 YELLOW
<b>Latest Comment</b> Registrations for the 2016/17 financial year fell due 31 July 2016. Cat registrations have increased from 1,087 in the previous financial year.				
Number of dogs registered within the City of Darwin	#	10,000.00	8,950.00	 YELLOW
<b>Latest Comment</b> 8,950 dogs were recorded as registered during 2016/17. Registrations were due July 2016.				
Percentage of Council's annual Internal Audit Plan delivered	%	50.00	50.00	 GREEN
<b>Latest Comment</b> Two internal audits have been undertaken for: - Information Technology systems and security; and - Investment strategy				
Percentage of female staff	%	50.00	44.00	 YELLOW
<b>Latest Comment</b> 138 Female staff as at 31 March 2017. Total staff 317.				
Percentage of Freedom of Information requests responded to within required timeframes	%	100.00	100.00	 GREEN
<b>Latest Comment</b> Year to date 14 Freedom of information requests were received, 5 during quarter 3. All Freedom of Information requests have been responded to in accordance with the timeframes outlined in legislation.				
Percentage of male staff	%	50.00	56.00	 YELLOW
<b>Latest Comment</b> 179 male staff as at 31 March 2017. Total staff 317.				

KPI	Unit	Target	Actual	
Percentage of service desk requests closed against open requests during a period.	%	97.50	98.50	 GREEN
<b>Latest Comment</b> <i>No comments entered for this KPI</i>				
Percentage of the Control Self-Assessment actions reviewed annually	%	100.00	100.00	 GREEN
<b>Latest Comment</b> <i>All control self-assessments reviewed July 2016.</i>				
Percentage of vehicles available for use	%	100.00	0.00	 RED
<b>Latest Comment</b> <i>This KPI is not currently being tracked with accuracy and will be reviewed.</i>				


## Action Summary

-  At least 90% of action target achieved  
 Between 70 and 90% action target achieved  
 Less than 70% of action target achieved  
 No Target Set
-  Target  
 % Complete

Action	Start Date	End Date	0%	20%	40%	60%	80%	100%
1.2.2.3 Conduct enforcement activities to ensure compliance with Australian Road Rules, NT Traffic Regulations and Council By Laws	01/07/2016	30/06/2017						
1.2.4.3 Manage and implement Council's animal management program	01/07/2016	30/06/2017						
1.2.4.4 Educate community about socially responsible pet ownership and By Laws for animal management	01/07/2016	30/06/2017						
1.2.5.1 Provide an after-hours emergency call-out service for attacking or dangerous dogs	01/07/2016	30/06/2017						
1.2.5.2 Conduct routine patrols of public areas to ensure public facilities, parks and beaches are being used for lawful purposes	01/07/2016	30/06/2017						
1.2.5.3 Monitor and report instances of illegal alcohol consumption and associated activities to the appropriate authorities	01/07/2016	30/06/2017						
1.3.1.1 Implement the City of Darwin Digital Strategy	01/07/2016	30/06/2017						
2.1.4.1 Manage the operation and planning for City of Darwin on and off-street car parking facilities	01/07/2016	30/06/2017						
2.1.4.1 Manage and maintain compliance with Council's On and Off-Street Parking Control Program	01/07/2016	30/06/2017						
2.1.4.2 Develop and implement Council's pricing strategy for on and off-street car parking facilities	01/07/2016	30/06/2017						
2.4.1.1 Provide business advisory services to Council on matters including investment property, business proposals and the use of council property for commercial activities	01/07/2016	30/06/2017						
2.4.1.2 Advise Council on Darwin's business, economic and tourist development and compliance in accordance with adopted policy	01/07/2016	30/06/2017						
2.4.1.3 Negotiate the strategic purchase and disposal of land and property for Council	01/07/2016	30/06/2017						
2.4.1.4 Manage security services to protect Council owned property	01/07/2016	30/06/2017						
2.4.1.5 Negotiate and administer leases and agreements for Council's properties	01/07/2016	30/06/2017						
2.4.1.6 Issue licences and permits for activities undertaken on Council land / property and liaise with community market organisers	01/07/2016	30/06/2017						

2.4.1.7	Award contracts through transparent process of advertisement and assessment	01/07/2016	30/06/2017		100%	
2.4.1.8	Administer and monitor contracts to minimize risk to Council	01/07/2016	30/06/2017		100%	
4.2.1.1	Oversee the management of Darwin Entertainment Centre	01/07/2016	30/06/2017		100%	
4.2.1.3	Plan for and manage the renewal of capital at the Darwin Entertainment Centre to ensure a safe and functional facility	01/07/2016	30/06/2017		100%	
5.1.3.1	Manage and implement Council's asset management for computer hardware and software assets	01/07/2016	30/06/2017		100%	
5.1.3.2	Deliver, maintain and support software applications and information systems to ensure the Council works effectively	01/07/2016	30/06/2017		100%	
5.1.3.5	Manage Council's data security requirements including back-ups, data redundancy and high availability	01/07/2016	30/06/2017		100%	
5.2.1.1	Develop and implement a whole of Council Workforce Planning Strategy	01/07/2016	30/06/2017		100%	
5.2.1.2	Manage industrial relations matters and implement solutions	01/07/2016	30/06/2017		100%	
5.2.1.3	Deliver graduate and traineeship opportunities	01/07/2016	30/06/2017		100%	
5.2.1.6	Develop, negotiate and implement Council's Enterprise Agreement	01/07/2016	30/06/2017		100%	
5.2.1.7	Develop and implement employee performance framework	01/07/2016	30/06/2017		100%	
5.2.1.9	Manage effective employment processes	01/07/2016	30/06/2017		100%	
5.2.2.1	Manage the City of Darwin Workforce Wellbeing Committee	01/07/2016	30/06/2017		100%	
5.2.2.2	Develop and implement Council wide employee training and development opportunities	01/07/2016	30/06/2017		100%	
5.2.2.3	Develop and implement a framework to build leadership capacity across Council	01/07/2016	30/06/2017		100%	
5.3.1.1	Continually implement, review and improve records management services, policies and processes	01/07/2016	30/06/2017		100%	
5.3.1.2	Administer and maintain Council's records Keeping System	01/07/2016	30/06/2017		100%	
5.3.1.3	Manage Council's requests and compliance relating to Freedom of Information (FOI)	01/07/2016	30/06/2017		100%	
5.3.1.4	Provide staff training and development to ensure they are equipped to meet their records keeping responsibilities	01/07/2016	30/06/2017		100%	
5.3.2.1	Provide strategic and operational leadership to the Corporate Services Department	01/07/2016	30/06/2017		100%	
5.3.2.2	Attend Council and Committee Meetings to represent matters relating to Corporate Services	01/07/2016	30/06/2017		100%	

5.3.2.3	Lead implementation of Council plans, policy and decisions which involve Corporate Services	01/07/2016	30/06/2017		100%	
5.3.2.4	Actively participate in the Executive Leadership Team to monitor and resolve organisation-wide issues and represent matters relating to Corporate Services	01/07/2016	30/06/2017		100%	
5.3.2.5	Facilitate and deliver organizational leadership and culture development program	01/07/2016	30/06/2017		100%	
5.3.3.1	Manage and implement a Council wide Corporate Risk Management Framework including Strategic and Operational Risk Assessments	01/07/2016	30/06/2017		100%	
5.3.3.2	Implement and manage Council's workplace health and safety management system	01/07/2016	30/06/2017		100%	
5.3.3.4	Implement and manage Council's Internal Audit program	01/07/2016	30/06/2017		100%	
5.3.3.5	Develop, implement and manage Council's Control Self-Assessment Program	01/07/2016	30/06/2017		100%	
5.3.3.6	Develop and maintain Council's Business Continuity Management systems	01/07/2016	30/06/2017		100%	
5.3.3.7	Develop and maintain Council's Emergency Response Plans	01/07/2016	30/06/2017		100%	
5.5.1.1	Manage Council's heavy and light fleet	01/07/2016	30/06/2017		100%	
5.5.1.1	Manage Council's revenue functions including generation of Councils rates revenue	01/07/2016	30/06/2017		100%	
5.5.1.2	Purchase and dispose of vehicles and plant resources	01/07/2016	30/06/2017		100%	
5.5.1.2	Develop and implement a financially sustainable long term financial plan, annual budget and quarterly budget reviews	01/07/2016	30/06/2017		100%	
5.5.1.3	Manage and deliver on Council's annual statutory and financial reporting obligations	01/07/2016	30/06/2017		100%	
5.5.1.3	Monitor fleet condition and level of usage	01/07/2016	30/06/2017		100%	
5.5.1.4	Provide preventative maintenance, repair and modifications to Council's fleet, ensuring compliance with safety regulations	01/07/2016	30/06/2017		100%	
5.5.1.4	Manage and provide advice on Council's borrowing and investments in accordance with adopted policy	01/07/2016	30/06/2017		100%	
5.5.1.5	Develop and implement sound asset accounting practices	01/07/2016	30/06/2017		100%	
5.5.1.6	Manage and monitor Council's Payables processes including Councils Procurement framework and payroll	01/07/2016	30/06/2017		100%	

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.2 Advise Council on Darwin's business, economic and tourist development and compliance in accordance with adopted policy	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Business Services							

**Linked Related Plan(s):****Linked Action Filter(s):****Action Progress Comments**

The Lord Mayor hosted a meeting 9 March 2017 to progress the actions of the CBD summit resulting in the establishment of the Northern Australia Capital Cities Committee in conjunction with the Chief Minister of the NT.

The inaugural Vibrant CBD Sub Committee will meet on 23 May 2017

The following actions will be progressed through the .

Creating a cooperative atmosphere to enable the creation of a vibrant City  
Action Details Progress

6.1.1 Re-establish the Northern Australia Capital City Committee to enable a comprehensive target development of the City. Meeting with the Lord Mayor and Chief Minister held on 13 December 2016. Advice from the Chief Minister that the committee will be re-established. City of Darwin CEO and NTG Chief of Staff held a meeting on 20 December 2016 to progress the format. NTG advice is NTG Architect is to be included.

6.1.6 Lobby Government to discontinue the fragmentation of administrative offices from the City. Work with the Property Council to develop a position paper to lobby the NT Government.

This matter will be referred to the Northern Australia Capital City Committee.

6.1.7 Form the Working Group to drive the timely implementation of the strategies with reporting back every three months. Working Group met on 26 October 2016 to allocate actions and report back on 9 March 2017. The follow up Summit is scheduled for 9 March 2017, invitations to be send in February.

6.1.10 Consider an activation fund to be sourced out of parking fees. Subject to a further report to Council in 2017 to form a policy position. Report to be presented to Council's budget workshop scheduled for 8 February 2017 and form part of the budget deliberations.

Activation and renewal – bring people back into the City

Action Details Progress

6.2.3 Review, promote, and activate the heritage assets through working with key agencies to create walking trails around the City. Progress with Tourism NT, DCWRA & NTG.

Meeting scheduled for January/February 2017 when all participants are available.

6.2.5 Develop themed walking trails throughout the City and adjacent precincts to connect points of interest. Progress with Tourism NT, DCWRA & NTG.

6.2.10 Target red tape and cost reduction for events/activities in the Mall. Work with DCWRA to clarify and remove red tape barriers.

6.2.11 Create a calendar of events & activities for the City and Waterfront. Work with DCWRA, AHA and Darwin Waterfront Corporation.

6.2.15 Expand the existing playground in the Mall and refresh.

Subject to a separate report to Council and funding requirements. CBD Stakeholder groups to be included in consultation.

## 6.2.16

Construct the Esplanade Play Space to attract families into the City.

Works will commence March 2017. Completion of works scheduled prior to school holidays in July 2017.

Improving safety, security and cleanliness

Action Details Progress

6.4.1 Lobby regarding the Banned Drinkers Register or similar programme. NTG has indicated the program will be reinstated in August 2017. To be progressed through the Northern Australia Capital City Committee.

6.4.5 Develop strategies with Larrakia peak bodies and other NGO's to minimise the impact of itinerants on the streets. Discussion on strategies with all stakeholders including the Public Places Services Collaboration Group (PPSCG). Arrange a meeting with the Public Places Services Collaboration Group (PPSCG) and key stakeholders of the CBD working group.

6.4.8 Determine strategic locations for mood and fairy lights to enliven the City. Trial of lighting scheduled for Civic Park early in the new year. Council currently receiving pricing.

6.4.9 Determine locations for safety lighting.

Review with Public Places Services Collaboration Group. Priority locations to be referred to the PPSCG for a Crime Prevention Through Environmental Design (CPTED) assessment. Identify hot spots around the City which could be improved and work with property owners and retailers to improve the visual amenity of the buildings and their signs.

Progress in conjunction with Property Council, UDIA & Department of Infrastructure Planning and Logistics.Meeting scheduled for January/February 2017.

Parking, transport and creating a cycle friendly City

Action Details Progress

6.5.1 Gain stakeholder input to develop new initiatives to reward people who come into the City in the evening. To be developed with DCWRA. Meeting scheduled for January/February 2017.

6.5.5 Promote existing parking options on weekends and during events.

Awareness campaign currently underway. Awareness campaign completed in December 2016.

6.5.6 Promote road closures for special events. Ensure effective communication to all relevant stakeholders.

Communicated internally with relevant event and public relations staff to establish public awareness at relevant times / events.

Improving public spaces and creating a walkable attractive City

Action Details Progress

6.6.1 Revisit the concepts in the City Centre Master Plan and highlight those projects which assist with connectivity and the creation of shady, pedestrian friendly spaces and prioritise their implementation. Programs have been reviewed with report to be presented to Council. Report scheduled for Council Town Planning meeting on 7 March 2017.

6.6.2 Promote tree planting program to residents of the City to create awareness of activities. Further report to Council in March 2017. Further report to Council in 2017 with recommendations.

6.6.3 Review the need for solid cover in a range of locations in the Mall and determine an infill program.

Subject to further investigation and a future Council report. City Centre Master Plan project

Major City Projects

Action Details Progress

6.7.8 Form a cross Government working group to drive the Museum concept.

Identified in NT Treasury costings.

Alderman Palmer to progress with Assistant Minister Kirby.

6.7.9 Develop strategies by working with the Larrakia and other first nation peoples to ensure the Museum is representative of all Australian Indigenous arts.

6.7.10 Determine strategies around creating a living cultural space to the Museum which engages visitors and locals.

6.7.12 Building on strategies outlined in the 2014/15 Cruise ship attraction study.  
Tourism NT Discussions to be held with Tourism Top End and NTG

Last Updated - 16/05/2017

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.4 Manage security services to protect Council owned property	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN

Program Profile	Budget	YTD Budget	YTD Actual	YTD Variance
Business Services				

**Linked Related Plan(s):**  
**Linked Action Filter(s):**

**Action Progress Comments**

Council's security contract is generally let for a period of two to three years and sourced through an open competitive process through Councils tender process to ensure value for money for Council.

Last Updated - 15/05/2017

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.4.1.7 Award contracts through transparent process of advertisement and assessment	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN

Program Profile	Budget	YTD Budget	YTD Actual	YTD Variance
Business Services				




**Linked Related Plan(s):**  
**Linked Action Filter(s):**




**Action Progress Comments**


On an annual basis Council administers in excess of 70 contracts which for 2016 the total value was approximately \$46.5 million an increase of 10% from the previous financial year.

Last Updated - 15/05/2017






<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.6 Issue licences and permits for activities undertaken on Council land / property and liaise with community market organisers	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Business Services		Budget		YTD Budget		YTD Actual	
YTD Variance		Budget		YTD Budget		YTD Variance	
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council manages up to 100 leases, licenses and agreement in relation to various property holdings including alfresco and footpath dining							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.8 Administer and monitor contracts to minimize risk to Council	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Business Services		Budget		YTD Budget		YTD Actual	
YTD Variance		Budget		YTD Budget		YTD Variance	
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
All tender contracts awarded by Council follow its Contract Management System which is overseen by the Contracts Administrator through a tender evaluation process and signed off by the Chief Executive Officer							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.3 Negotiate the strategic purchase and disposal of land and property for Council	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Business Services		Budget		YTD Budget		YTD Actual	
YTD Variance		Budget		YTD Budget		YTD Variance	
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases in addition to property acquisitions and disposals. However due to their commercial in confidence nature are generally dealt within the confidential section of Council.							
Last Updated - 15/05/2017							


<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.5 Negotiate and administer leases and agreements for Council's properties	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Business Services		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases properties. However due to commercial in confidence of the agreements these are generally dealt within the confidential section of Council,							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.4.1.1 Provide business advisory services to Council on matters including investment property, business proposals and the use of council property for commercial activities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Business Services		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council regularly deals with property matters relating to its commercial leases in addition to property acquisitions and disposals. However due to their commercial in confidence nature are generally dealt within the confidential section of Council,							
Councils is currently dealing with renewal of significant commercial lease.							
Last Updated - 15/05/2017							
<b>STRATEGY: 2.1.4 Provide parking facilities to meet community needs</b>							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
2.1.4.1 Manage the operation and planning for City of Darwin on and off-street car parking facilities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
On and Off Street Car Parking		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
For the nine month period to March 2017 total on street parking utilisation is up 2% to 37%							
For the nine month period to March 2017 total off street parking utilisation is up 4% to 88%							
For the nine month period to March 2017 total car parking revenue has increased by \$67,438 compared to last year..							
Last Updated - 16/05/2017							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.1.4.2 Develop and implement Council's pricing strategy for on and off-street car parking facilities	Liam Carroll - Manager Business Services	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
On and Off Street Car Parking							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Councils resolved not to increase on and off street car parking fees from 1 July 2016, it did however adjust some permit parking fees							
Options were repared with a 5% increase for 2016/17 for Council to consider who resolved not to increase fees.							
Last Updated - 16/05/2017							

Finance

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

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.3 Manage and deliver on Council's annual statutory and financial reporting obligations	Miles Craighead - Manager Finance	Completed	01/07/2016	30/06/2017	100%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Audited Financial Statements for 2015/16 reviewed by the Risk Management & Audit Committee and adopted by Council 15 November 2016.					
Last Updated - 28/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.6 Manage and monitor Council's Payables processes including Council's Procurement framework and payroll	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		Council's accounts payable and procurement functions are ongoing. Effective 1 February Stores functions transferred to Infrastructure Services.					
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.5 Develop and implement sound asset accounting practices	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>		This is continuous improvement. Previous improvements have been around componentization of assets and increasing the accuracy of depreciation expense. For this year; reviewing accounting for waste remediation. Accounting for waste remediation is progressing with infra & audit discussions.					
Last Updated - 28/04/2017							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.4 Manage and provide advice on Council's borrowing and investments in accordance with adopted policy	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
External review of Council's investment internal controls was undertaken and a report provided to the Risk Management & Audit Committee. Recommendations substantially adopted. A 2nd external review of investing strategy undertaken and is in progress for reporting to Management. This including a draft revised policy was reported to RMAC during 3rd quarter. Now work in progress to go to Council. Last Updated - 28/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.2 Develop and implement a financially sustainable long term financial plan, annual budget and quarterly budget reviews	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Long Term Financial Plan 2016 - 2026 adopted. 2016/17 budget review for first quarter presented November 2016. Plans in progress to develop the 2017/18 budget. Last Updated - 28/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.1 Manage Council's revenue functions including generation of Council's rates revenue	Miles Craighead - Manager Finance	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Financial Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Rates levied August 2016. Recoveries are following normal patterns although slightly unfavourable due to the economy. Last Updated - 28/04/2017							

Fleet

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


<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.3 Monitor fleet condition and level of usage	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.4 Provide preventative maintenance, repair and modifications to Council's fleet, ensuring compliance with safety regulations	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.1 Manage Council's heavy and light fleet	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.5.1.2 Purchase and dispose of vehicles and plant resources	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Fleet Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 16/05/2017							


Information Technology


**STRATEGY:** 1.3.1 Develop and promote information and communication technology capabilities to service and inform the community

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
1.3.1.1 Implement the City of Darwin Digital Strategy	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Information Technology							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Continued rollout of WiFi in open and public spaces, including Civic Park and greater coverage in the Mall. Reviewing projects as part in the IT Leadership group. Last Updated - 03/04/2017							

**STRATEGY:** 5.1.3 Research, implement and support technology and communication systems to deliver services more efficiently

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.1.3.5 Manage Council's data security requirements including back-ups, data redundancy and high availability	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Information Technology							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Changes to Systems to support new IT High Availability Plans Last Updated - 03/04/2017							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.1.3.2 Deliver, maintain and support software applications and information systems to ensure the Council works effectively	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Information Technology							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Upgrades to Authority and Ci Anywhere implemented. Last Updated - 16/05/2017							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.1.3.1 Manage and implement Council's asset management for computer hardware and software assets	Richard Iap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Information Technology							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Continuous upgrade of network and security systems.							
Last Updated - 03/04/2017							



Office of GM Corporate Services

**STRATEGY:** 4.2.1 Encourage the growth and development of the arts

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
4.2.1.3 Plan for and manage the renewal of capital at the Darwin Entertainment Centre to ensure a safe and functional facility	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Darwin Entertainment Centre				

**Linked Related Plan(s):**

**Linked Action Filter(s):**

**Action Progress Comments**

Asset management plan completed and implemented on an ongoing basis.

Last Updated - 15/05/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
4.2.1.1 Oversee the management of Darwin Entertainment Centre	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Darwin Entertainment Centre				

**Linked Related Plan(s):**

**Linked Action Filter(s):**

**Action Progress Comments**

Overseeing the management of the Darwin Entertainment Centre is ongoing and on track. The project to replace the air conditioner is expected to be completed in the 2017/18 financial year.

Last Updated - 16/05/2017

**STRATEGY:** 5.3.2 Display contemporary leadership and management practices

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.4 Actively participate in the Executive Leadership Team to monitor and resolve organisation-wide issues and represent matters relating to Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Office of GM Corporate Services				




**Linked Related Plan(s):**


**Linked Action Filter(s):**

**Action Progress Comments**


GM participates in weekly Executive Leadership Team and Project Control Group meetings.


Last Updated - 16/05/2017




Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.1 Provide strategic and operational leadership to the Corporate Services Department	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Carried out on an ongoing basis through leadership and management practices.							
Last Updated - 16/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.5 Facilitate and deliver organizational leadership and culture development program	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Executive Leadership Team have endorsed an organizational vision - 'a high performing capital city' valued by the community. Delivering on the organizational vision will contribute to achievement of Council's overall strategic vision for the City. Management and staff have worked together to develop a plan and establish organizational values to improve organizational culture and performance.							
Last Updated - 16/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.2 Attend Council and Committee Meetings to represent matters relating to Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Preparation and presentation of reports completed and Council and Committee meetings attended.							
Last Updated - 16/05/2017							


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.3 Lead implementation of Council plans, policy and decisions which involve Corporate Services	Diana Leeder - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Office of GM Corporate Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Implemented on an ongoing basis.							
Last Updated - 16/05/2017							

**STRATEGY: 5.3.3 Understand and manage Council's risk exposure**

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.3.4 Implement and manage Council's Internal Audit program	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Audit program for 2016/17 approved by Risk Management & Audit Committee in late 2015.							
Audit Program for 16/17 - 75% complete.							
Program currently on schedule.							
Last Updated - 16/05/2017							




Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.3.1 Manage and implement a Council wide Corporate Risk Management Framework including Strategic and Operational Risk Assessments	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Risk Management Framework and all assessments reviewed in July 2016 and presented to Risk Management & Audit Committee.							
New integrated Risk Management and Control Self-Assessment software developed, installed and tested January 2017. Go live expected June 2017.							
Last Updated - 16/05/2017							




<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.5 Develop, implement and manage Council's Control Self-Assessment Program	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Control Self-Assessment program undertaken April 2016 through to August 2016. Report was presented to Risk Management & Audit Committee October 2016.							
New integrated Audit and Risk Management software developed, installed and tested January 2017. Go live date expected June 2017.							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.6 Develop and maintain Council's Business Continuity Management systems	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Business Continuity Plans have been upgraded to the latest version of the BC Program.							
New version of Business Continuity Software developed, installed and tested January 2017. Go live date expected June 2017.							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.7 Develop and maintain Council's Emergency Response Plans	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Emergency Response Plans and associated documentation reviewed in total July 2016. Next review scheduled for July 2017.							
Last Updated - 16/05/2017							




Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.3.2 Implement and manage Council's workplace health and safety management system	Tony Simons - Team Coordinator - Risk, Audit and Safety	In Progress	01/07/2016	30/06/2017	75%	75%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Risk, Audit and Safety							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Workplace Health and Safety Management System and associated documentation reviewed and updated July 2016.							
Last Updated - 16/05/2017							

## People, Culture and Capability

**STRATEGY:** 5.2.1 Attract, develop and retain a skilled workforce that is flexible and adaptable

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.2 Manage industrial relations matters and implement solutions	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Two IR matters have been raised year to date and both matters are now resolved.							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.9 Manage effective employment processes	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
This program is ongoing as matters arise.							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.2.1.7 Develop and implement employee performance framework	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Existing framework will undergo a review late 2017. Consultation will be undertaken across all levels of the organisation by Manager Organisational Development.							
Last Updated - 16/05/2017							




Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.1.1 Develop and implement a whole of Council Workforce Planning Strategy	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Much of the key strategies under the Workforce Planning Strategy remain ongoing with several key pieces for development in 2017.							
Last Updated - 15/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.1.6 Develop, negotiate and implement Council's Enterprise Agreement	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Negotiations to replace the existing Collective Agreement will commence early June 2017.							
Last Updated - 16/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.1.3 Deliver graduate and traineeship opportunities	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Program is ongoing with new starters settling into their roles. Preparation is underway for the next round of traineeships.							
Last Updated - 16/05/2017							
<b>STRATEGY:</b> 5.2.2 Foster an engaged, healthy workplace culture focussed on value delivery							


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.3 Develop and implement a framework to build leadership capacity across Council	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
This item is ongoing through the 52.2.3 around Leadership Development and other initiatives/works							
Last Updated - 16/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.1 Manage the City of Darwin Workforce Wellbeing Committee	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
The committee continues to promote Health Lifestyles through a variety of promotional material. Work is underway to launch the Step Up Challenge in July 2017.							
Last Updated - 16/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.2.2.2 Develop and implement Council wide employee training and development opportunities	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Leadership Essentials Program launched, this program has been well received and will form ongoing fixture in the training calendar. Promoted next intake of professional development.							
Last Updated - 16/05/2017							



## Records and Information Management

**STRATEGY:** 5.3.1 Demonstrate good corporate practice and ethical behaviour

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.4 Provide staff training and development to ensure they are equipped to meet their records keeping responsibilities	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Periodic staff training has been consistently provided throughout this period at all locations across Council.							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.2 Administer and maintain Council's records Keeping System	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council's Records Keeping System (Ci Anywhere) is continuing to improve in both functionality and quality control measures.							
Last Updated - 16/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.1 Continually implement, review and improve records management services, policies and processes	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
A range of processes and services have seen improvements over this quarter including an increased capacity of document processing from the Records Management Unit and the continual development of CARR documents and reporting across council.							
Last Updated - 16/05/2017							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.3 Manage Council's requests and compliance relating to Freedom of Information (FOI)	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Records & Information Management							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
All Freedom of Information request have been processed correctly and within their allocated timeframes.							
Last Updated - 16/05/2017							

Regulatory Services

**STRATEGY:** 1.2.2 Provide secure and clean public places and open spaces

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
1.2.2.3 Conduct enforcement activities to ensure compliance with Australian Road Rules, NT Traffic Regulations and Council By Laws	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 15/05/2017

**STRATEGY:** 1.2.4 Provide for diversity of uses and experiences in public places and open spaces

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
1.2.4.4 Educate community about socially responsible pet ownership and By Laws for animal management	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 15/05/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
1.2.4.3 Manage and implement Council's animal management program	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Regulatory Services							

**Linked Related Plan(s):**

**Linked Action Filter(s):**

**Action Progress Comments**





During the last quarter Council has been developing an Animal Management Strategy.

A workshop regarding the Regulatory Services Program was held during the quarter.

The strategy is expected to be presented to Council during the 4th quarter.

Last Updated - 16/05/2017

**STRATEGY:** 1.2.5 Participate and partner in activities that contribute to a safer Darwin.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.1 Provide an after-hours emergency call-out service for attacking or dangerous dogs	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 15/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.3 Monitor and report instances of illegal alcohol consumption and associated activities to the appropriate authorities	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 15/05/2017							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.2.5.2 Conduct routine patrols of public areas to ensure public facilities, parks and beaches are being used for lawful purposes	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 15/05/2017							
<b>STRATEGY: 2.1.4 Provide parking facilities to meet community needs</b>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
2.1.4.1 Manage and maintain compliance with Council's On and Off-Street Parking Control Program	Steven Gatt - Manager Regulatory Services	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Regulatory Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 15/05/2017							

**3<sup>RD</sup> QUARTER**

**2016/17**



***City of Darwin***

**Office of the Chief Executive KPI Report**  
**Jul 16 - Mar 17**

**Costs of Services**  
for the period ended 31 March 2017

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v Projected Result %	Notes
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% of year elapsed

75%

**Chief Executive Officer**

							Attachment B-1
<b>Income</b>							
Office of the Chief Executive	-	3	-	3	3	3	100%
Climate Change	50	50	-	50	51	51	102%
Strategy & Outcomes	15	15	-	15	-	-	0%
<b>Total income</b>	<b>65</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>54</b>	<b>54</b>	<b>80%</b>
<b>Expense</b>							
Office of the Chief Executive	768	781	-	781	595	595	76%
Climate Change	546	549	-	549	428	428	78%
Communications & Engagement	839	1,003	-5	998	557	557	56%
Governance	1,531	1,531	-	1,531	929	929	61%
Organisational Development	302	302	-45	257	161	161	63%
Strategy & Outcomes	361	385	5	390	259	259	66%
<b>Total expense</b>	<b>4,347</b>	<b>4,550</b>	<b>-45</b>	<b>4,505</b>	<b>2,929</b>	<b>2,929</b>	<b>65%</b>
<b>Net surplus (-cost)</b>	<b>-4,282</b>	<b>-4,482</b>	<b>45</b>	<b>-4,437</b>	<b>-2,875</b>	<b>-2,875</b>	<b>65%</b>


**Note on recommended variations:**

1. Transfer to Employee Relations for Leadership Essentials training program.

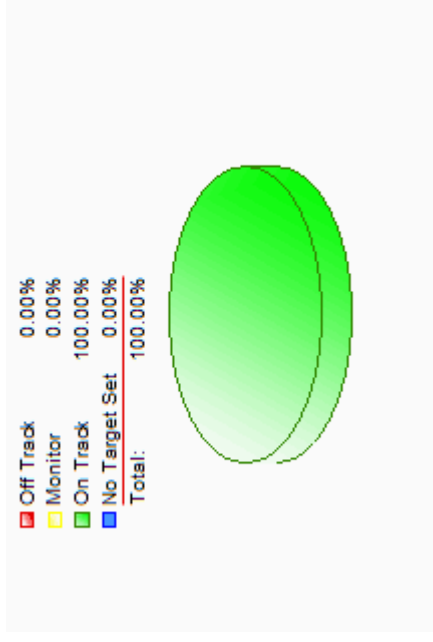
# Office of the Chief Executive

## Overview




### KPI Status




	>90% on track or better
	<90% and >70% marginal variance
	<70% off track or requires attention

### Action Status







## Summary KPI












KPI	Unit	Target	Actual	
> 300,000 website hits' per annum	#	225,000.00	259,698.00	
<b>Latest Comment</b> 110,533 website hits were recorded during the 2nd quarter. Year to date total 259,698				
> 70% community agreement that Council consults with the community sufficiently	%	70.00	16.00	
<b>Latest Comment</b> Satisfaction ratings with Council consultation for 2016/17 were mixed. 16% of respondents rated satisfaction as high, however a further 30% indicated they were neither satisfied nor dissatisfied and 43% indicated that they were dissatisfied. The primary reason for dissatisfaction was the view that Council needs to keep the community better informed or consult more. Other reasons indicated include: - Council needs to be more honest and transparent or information can be misleading (26%) - Council needs to publicise or promote consultation sessions and inform of us of the results (24%) - Council's revised Community Engagement Policy was presented at the first Ordinary Meeting in May 2017 for community consultation.				
Increase in the number of followers on Facebook	%	22.50	35.95	
<b>Latest Comment</b> Followers as at 30 June 2016 - 4,638 Followers as at 30 September 2016 - 5,401 Followers as at 31 December 2016 - 5,842 Followers as at 31 March 2017 - 6,432				

KPI	Unit	Target	Actual	
Number of media releases with positive media coverage	#	80.00	90.47	 GREEN
<b>Latest Comment</b> During Quarter 2, 42 media releases were issued. 38 media releases received positive media coverage.				
Number of successful grant funding applications	%	60.00	0.00	 RED
<b>Latest Comment</b> 4 applications were submitted during the Quarter under the Department of Local Government Special Purpose Grants Program, Family Safe Environment Fund, Seniors Month Grant Fund and Federal Government Building Better Regions Fund. Council has not yet received notification of success or otherwise in relation to these applications. 0% of funding applications have been successful at this stage during the 3 <sup>rd</sup> quarter.				
Percentage of current term policy review complete in 2016/17	%	100.00	84.34	 YELLOW
<b>Latest Comment</b> 13 policies remain outstanding for review at the end of the 3 <sup>rd</sup> quarter.				



## Action Summary


-  At least 90% of action target achieved
  -  Between 70 and 90% action target achieved
  -  Less than 70% of action target achieved
  -  No Target Set
- Target  
 % Complete

Action	Start Date	End Date	Progress	Status
5.3.1.1 Implement the City of Darwin Governance Framework	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.1.2 Manage Council's compliance with statutory obligations for Council Meetings, including by-law s	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.1.3 Administer Council meetings and activities	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.2.1 Manage and provide high level executive support to the Office of the Lord Mayor and Chief Executive Officer	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.2.2 Provide administrative support to Elected Members	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.4.1 Develop and implement Elected Member, Chief Executive Officer and staff communication mediums	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.4.3 Develop and coordinate the delivery of a whole of Council community engagement program	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.4.6 Develop and manage Council's social media platforms and websites	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.5.1 Manage and implement Council's Communications Strategy and develop an annual Communications Plan	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.5.2 Manage Council's reputation through effective media management strategies, public relations and marketing	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	
5.3.5.3 Manage marketing and promotion of Council's brand including sponsorship arrangements	01/07/2016	30/06/2017	0% 20% 40% 60% 80% 100%	

**Action Details**

**Office of the Chief Executive**  
Office of the Chief Executive

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

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.6 Develop and manage Council's social media platforms and websites	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							

**Linked Related Plan(s):**  
**Linked Action Filter(s):**

**Action Progress Comments**

Council's website development project is progressing well and scheduled to be released early May 2017. The new website will provide improved and new functionality, easy and robust search and up-to-date best practice in user experience.


Social Media continues to perform well across all platforms with Facebook the most popular of the three platforms.

Facebook followers at the end of March 2017 were 6,432. This was an increase of around 10% during the quarter resulting in a 38.7% increase year to date.


Instagram statistics are available in real-time only, likes have continued to increase steadily. There were 1,000 Instagram likes in January 2016, 2,060 in December 2016 and 2,303 in early April 2017. Instagram likes have more than doubled over the first three quarters of the financial year.



Twitter followers at the end of Quarter 3 were 4,615, up from followers in the previous quarter of 4,398. Twitter is unable to provide full analytics of follower, however numbers continue to increase.




Last Updated - 16/05/2017

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.3 Develop and coordinate the delivery of a whole of Council community engagement program	Sheree Jeeves - Senior Community Engagement Officer	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
There were 9 community engagement projects completed between January to March 2017 (a total of 29 completed for the 2016/17 financial year to date). There is a further 8 community engagement projects underway. The major community engagement projects coming up are: -Gardens Oval Lights -Draft Animal Management Plan -Cavenagh / Bennett Street intersection upgrade -Nightcliff Jetty Car Park Last Updated - 11/04/2017							




**STRATEGY: 5.3.5 Increase community awareness of the role and achievements of Council**

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.2 Manage Council's reputation through effective media management strategies, public relations and marketing	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
The majority of media releases picked up by the media have been positively received. Several hot topics that did receive negative attention included the Daly Street roundabout, modifications made to the scramble crossings in the CBD and the announcement of the successful tender for the Bicentennial Park community play space.  The CBD Summit in October received mostly positive coverage and the recent working group workshop received some negative coverage.  Christmas in the Mall, the 75th Anniversary of the Bombing of Darwin and the Mindil Pop Up Market in The Mall received positive coverage.  Most public relations and marketing campaigns were positively received. Last Updated - 24/04/2017							

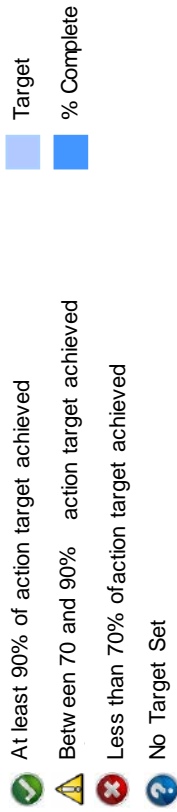
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.3 Manage marketing and promotion of Council's brand including sponsorship arrangements	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Current sponsorships are tracking well in half of 2016/17. No new ongoing Sponsorship Agreements were entered into for the 2016/17 year.							
Continued to ensure Council received sponsor benefits during the quarter. NT Masters Athletics Championships were given \$2,500 sponsorship from the sponsorship contingency fund for this year's event only. (Also Tactile Arts Dragonfly Craft Fair in Bicentennial Park \$1000 from contingency)							
New brand revisions continue to be rolled out and implemented.							
New signage produced for various locations and events.							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.5.1 Manage and implement Council's Communications Strategy and develop an annual Communications Plan	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Communications and Engagement							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council's Communications Strategy is being satisfactorily managed and implemented. Standouts include significant increases in social media followers (Facebook, Instagram and Twitter), a suite of TVCs produced and aired over past year.							
Changes with Facebook content include more quirky style with posts, increase in video content including Facebook live with the Lord Mayor.							
Pro-active media includes working with NT News around Council's CBD Summit and organisation change, and meeting regularly with NT News ahead of Council meetings to explain issues.							
Major campaigns of the past year have all included new TVCs and other materials. Campaigns included: Recycle for Good, Share the Road/ Share the Path, Bombing of Darwin Day 75th Anniversary.							
Last Updated - 24/04/2017							
<b>STRATEGY:</b>		<b>5.3.1 Demonstrate good corporate practice and ethical behaviour</b>					

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.3 Administer Council meetings and activities	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
All Council meetings and activities were carried out according to schedule. Last Updated - 05/04/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.2 Manage Council's compliance with statutory obligations for Council Meetings, including by-laws	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council and committee meetings operated in accordance with By-Laws and Meeting Policy. Policy 043 - Meetings and ancillary documentation is currently under review with workshops held with Elected Members. The Policy is scheduled to be presented to Council during the 4th quarter. Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.1.1 Implement the City of Darwin Governance Framework	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Council continues to operate in accordance with the Governance Framework to ensure City of Darwin manages its responsibilities efficiently, effectively and in the best interests of the community. The Framework document is currently being updated in preparation for the new Council following the August 2017 local government elections. Last Updated - 15/05/2017							

**STRATEGY:** 5.3.2 Display contemporary leadership and management practices

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.2 Provide administrative support to Elected Members	Mark Blackburn – Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Elected Members provided with ongoing administration and support in accordance with adopted policy.							
Last Updated - 15/05/2017							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.1 Manage and provide high level executive support to the Office of the Lord Mayor and Chief Executive Officer	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
High level support provided to the Office of the Lord Mayor and Chief Executive Officer. Hosted National Local Government Chief Officers Group Conference and Council of Capital City Lord Mayors Meeting and Annual General Meeting October 2016.							
Preparations are underway for the August 2017 local government elections. Council's Caretaker Policy was reviewed and adopted during quarter 3.							
Last Updated - 15/05/2017							
<b>STRATEGY: 5.3.4 Encourage community participation by engaging, communicating and working in partnership with the community</b>							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.4.1 Develop and implement Elected Member, Chief Executive Officer and staff communication mediums	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>							
Governance							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Friday Flyer to Elected Members was delivered regularly for the period July 2016 to March 2017.							
Last Updated - 15/05/2017							

## Action Summary




Action	Start Date	End Date	Target	% Complete
1.4.1.1 Provide high level support and coordination of Council's role on; Northern Australia Capital City Committee (NACCC); Top End Regional Organisational of Councils (TOPROC); and Council of Capital City Lord Mayors (CCCLM)	01/07/2016	30/06/2017	100%	100%
5.1.3.1 Manage Council's statistical profiles and analysis	01/07/2016	30/06/2017	100%	100%
5.3.2.1 Develop and implement a strategic approach to seeking external grants and Council recognition through awards	01/07/2016	30/06/2017	100%	100%
5.3.2.2 Develop and implement Council's Performance Management Framework including regular public reporting of performance against Council's Strategic and Municipal Plans	01/07/2016	30/06/2017	100%	80%
5.3.3.1 Manage Council's Legislative Compliance Program and Policy Framework	01/07/2016	30/06/2017	100%	100%

## Action Details

### Office of the Chief Executive

#### Strategy and Outcomes

**STRATEGY:** 1.4.1 Actively engage with all levels of government to coordinate efficiencies and develop opportunities

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
1.4.1.1 Provide high level support and coordination of Council's role on; Northern Australia Capital City Committee (NACCC); Top End Regional Organisational of Council's (TOPROC); and Council of Capital City Lord Mayors (CCCLM)	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	75%	75%	 GREEN

#### Program Profile

Strategic Services

#### Linked Related Plan(s):

Linked Action Filter(s):

#### Action Progress Comments

The first NACCC Meeting with the new Government following the NT Government Election was held in February 2017. Work is progressing to establish the Vibrant CBD Sub-Committee which will focus on CBD revitalization. Council is continuing to work with the NT Government to progress an agreement with the Federal Government City Deals program.


Advocacy Papers on behalf of TOPROC were developed in response to the Federal and Territory Government Elections. The first meeting for 2017 was scheduled to be held 19 April 2017.

Lord Mayor completed her role as Chair of CCCLM in December 2016. The CCCLM AGM was held in Darwin on 13 and 14 October 2016. Lord Mayor and Council's Executive Manager attended political meetings in Canberra in mid-November 2016. The Prime Minister confirmed that all Capital Cities would be in receipt of a City Deal. Lord Mayors discussed the four policy priorities; Economic Development, Infrastructure, Climate Action and City Resilience. Policy papers were developed and presented to Federal Government members including the Prime Minister. The last meeting was held in March 2017 with discussions on advocacy strategies for Infrastructure, City Deals, Smart Cities, Amendments to the Telecommunications Act and NBN Rollout.


Last Updated - 15/05/2017



**STRATEGY:** 5.1.3 Research, implement and support technology and communication systems to deliver services more efficiently



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.1.3.1 Manage Council's statistical profiles and analysis	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	75%	75%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
.ID (the population experts) provides statistical and economic analysis of the Darwin municipality through Profile Id, Economy Id and Atlas Id, which are all available through Councils website.							
.ID (the population experts) was on site in September 2016 to provide training to interested members of staff.							
City of Darwin Economy ID profile statistics were updated during the 3rd quarter. Also during the 3rd quarter Council renegotiated its ongoing subscription with .ID (the population experts)							
These resources greatly contribute to Council's grant application process and provide a sound basis for statistical and research material.							
Last Updated - 15/05/2017							

#### STRATEGY: 5.3.2 Display contemporary leadership and management practices

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.2.2 Develop and implement Council's Performance Management Framework including regular public reporting of performance against Council's Strategic and Municipal Plans	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	60%	75%	
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
2015/16 Annual Report was endorsed by the Risk Management and Audit Committee in October 2016 and adopted by Council 15 November 2016. The report was forwarded to the Minister for Local Government as required by Legislation.							
Quarterly Performance Reporting against the Strategic Plan and Municipal Plan has commenced with Quarter 1 reports presented to the November 2016 round of Committees.							
Quarter 2 reports were delayed due to systems issues and presented with the Quarter 3 reports in May 2017. A 6 month review of Council's 'Evolving Darwin Towards 2020' Strategic Plan will also be presented to the Corporate and Economic Development Committee Meeting scheduled for May 2017.							
Last Updated - 15/05/2017							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.2.1 Develop and implement a strategic approach to seeking external grants and Council recognition through awards	Michael Cormack - Strategic Project Officer	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
During Quarter 3 funding applications were submitted for Seniors Week, Special Purpose Grant Funding for Building Silent Rooms at Casaurina Library and Family Safe Environment Funding to renovate the basketball court in Rapid Creek Park (Crisp Street).							
In March 2017, Council submitted an application for funding under the Building Better Regions Fund for the Shoal Bay Waste Management Facility Leachate Treatment System.							
There is greater cost pressures on Federal and Territory Governments at present and as a result funding opportunities have decreased during the current financial year.							
Last Updated - 15/05/2017							
<b>STRATEGY: 5.3.3 Understand and manage Council's risk exposure</b>							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
5.3.3.1 Manage Council's Legislative Compliance Program and Policy Framework	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	75%	75%	
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Strategic Services							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
70 (85%) of the 83 policies have been reviewed to the end of Quarter 3. All but two of the remaining policies are scheduled for review by 30 June 2017. The remaining two policies relate to Elected Member provisions and will be reviewed post August 2017 elections.							

# OPEN SECTION

CEDC5/8

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 11. INFORMATION ITEMS

### 11.1 Unconfirmed Risk Management & Audit Committee Meeting Minutes – 31 March 2017 (31/03/17)

*The Minutes are **Attachment A**.*

THAT the unconfirmed Risk Management & Audit Committee Meeting Minutes from 31 March 2017 be received and noted.

# OPEN SECTION

# ATTACHMENT A

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### **CITY OF DARWIN**

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 31 MARCH 2017 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chair); Member G J Haslett; Member M Palmer; Mr Craig Spencer.

OFFICERS: Chief Executive Officer, Mr Brendan Dowd; General Manager Corporate Services, Dr Diana Leeder; Team Coordinator Risk Audit & Safety, Mr Tony Simons; Finance Manager, Mr Miles Craighead; Executive Assistant Corporate Services, Ms Julie Gordon.

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# OPEN SECTION

RMAC03/2

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

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# OPEN SECTION

RMAC03/3

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### 1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9:05 a.m.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

#### 2.1 Apologies

Nil

#### 2.2 Leave of Absence Granted

Nil

### 3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

#### 3.1 Electronic Meeting Attendance Granted

Nil

### 4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

Common No. 2752228

#### 4.1 Declaration of Interest by Members

Nil

#### 4.2 Declaration of Interest by Staff

Nil

# OPEN SECTION

RMAC03/4

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### 5. **CONFIDENTIAL ITEMS** Common No. 1944604

#### 5.1 **Closure to the Public for Confidential Items**

(Spencer/Haslett)

COMMITTEE'S DECISION

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

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C17.1	8(c)(i)	information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person

DECISION NO.21\5295 (31/03/17) Carried

#### 5.2 **Moving Open Items into Confidential**

Nil

#### 5.3 **Moving Confidential Items into Open**

Nil

### 6. **WITHDRAWAL OF ITEMS FOR DISCUSSION**

(Spencer/Haslett)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Risk Management & Audit Committee Meeting held on Friday, 31 March 2017 be received and considered individually.

DECISION NO.21\5296 (31/03/17) Carried

## OPEN SECTION

RMAC03/5

### Risk Management & Audit Committee Meeting – Friday, 31 March 2017

#### **7. CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**

(Spencer/Summers)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 28 October 2016, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

THAT the Open Executive Summary dated 28 October 2016 as tabled was noted.

DECISION NO.21\5297 (31/03/17) Carried

#### **8. BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**

##### **8.1 Business Arising**

Matters were transferred as required to the Outstanding Audit Issues register, as required.

#### **9. DEPUTATIONS AND BRIEFINGS**

Nil



# OPEN SECTION

RMAC03/6

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### 10. OFFICERS REPORTS

#### 10.1 Workplace Health & Safety Committee – Progress Report

Report No. 17A0030 TS:jg (31/03/17) Common No. 3490322

(Spencer/Haslett)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0030 TS:jg entitled Workplace Health & Safety Committee – Progress Report, be received and noted.
- B. THAT outstanding audit issues numbered: 3.2.6.1, 3.2.6.2 and 3.4.6.9 be transferred to the Completed Audit Issues Register.
- C. THAT a final report on the implementation of the Contractor Management Standard (issues 3.4.1.2 and 3.4.6.7) be presented at the July 2017 Risk Management & Audit Committee Meeting.

DECISION NO.21\5298 (31/03/17)

Carried

ACTION: TEAM LEADER,  
RISK AUDIT & SAFETY  
ACTION: EA CORP  
NOTE: GM CORP

#### 10.2 Outstanding Audit Issues – Fines and Infringements Audit

Report No. 17A0038 TS:jg (31/03/17) Common No. 3304380

(Spencer/Haslett)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0038 TS:jg entitled Outstanding Audit Issues – Fines and Infringements Audit, be received and noted.
- B. THAT Outstanding Audit Issues numbered 4.1 and 4.2 be transferred to the Completed Audit Issues Register.

DECISION NO.21\5299 (31/03/17)

Carried

ACTION: EA CORP

## OPEN SECTION

RMAC03/7

### Risk Management & Audit Committee Meeting – Friday, 31 March 2017

#### **10.3 Provision of Auditing Services**

Report No. 17A0003 MC:jg (31/03/17) Common No. 1784009

(Palmer/Spencer)

COMMITTEE'S DECISION

THAT it be a recommendation to Council:-

- A. THAT Report Number 17A0003 MC:jg entitled Provision of Auditing Services, be received and noted.
- B. THAT the current instrument of appointment of Auditor be extended to the maximum term of five years to cover the period 1 July 2016 to 30 June 2017.

DECISION NO.21\5300 (31/03/17)

Carried

ACTION: MANAGER FINANCE  
NOTE: GM CORP

Member M Palmer joined the meeting at 9.35am.

#### **Procedural Motion – Adjournment of the meeting at 9.40am in Accordance with By-Law 163(d)**

(Spencer/Haslett)

- A. THAT in accordance with By-Law 163(d), the meeting be adjourned to enable the Committee to move to the Confidential Section of the meeting to consider Item C17.1.
- B. THAT at the conclusion of the Confidential Section of the meeting, the Open Section of the meeting be resumed.

Carried

#### **Procedural Motion – Resumption of the meeting at 10.30am in Accordance with By-Law 163(d)**

(Spencer/Haslett)

THAT the Open section be resumed at 10.30am.

Carried

# OPEN SECTION

RMAC03/8

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### 10.4 Risk Management Framework

Report No. 17A0010 TS:jg (31/03/17) Common No. 2363571

(Spencer/Palmer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0010 TS:jg entitled Risk Management Framework, be received and noted.
- B. THAT the internal audit program for 2017/18 be provided to the May 2017 Risk Management and Audit Committee.
- C. THAT a report be provided to the May 2018 Risk Management and Audit Committee Meeting on the implementation and status of new mitigations for identified risks, outcomes from CSA process, and the internal audit program.

DECISION NO.21\5304 (31/03/17)

ACTION: TEAM LEADER  
RISK AUDIT & SAFETY  
NOTE: GM CORP

## 11. INFORMATION ITEMS

### 11.1 Outstanding Audit Issues Register

Common No. 422690

*The Outstanding Audit Issues Register is **Attachment A**.*

(Palmer/Haslett)

COMMITTEE'S DECISION

THAT the Outstanding Audit Issues Register be received and noted.

DECISION NO.21\5305 (31/03/17)

Carried

NOTE: GM CORP

## 12. GENERAL BUSINESS

Nil

# OPEN SECTION

RMAC03/9

## Risk Management & Audit Committee Meeting – Friday, 31 March 2017

### **13 CLOSURE OF MEETING**

(Palmer/Spencer)

The Open Section of the meeting closed at 11.40 am

Carried

**IAIN SUMMERS (CHAIR) – OPEN  
RISK MANAGEMENT & AUDIT  
COMMITTEE MEETING – FRIDAY,  
31 MARCH 2017**

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**Confirmed On:** *Friday, 7 July 2017*

**Chairman:** \_\_\_\_\_

# OPEN SECTION

CEDC5/9

Corporate & Economic Development Committee Meeting – Monday, 22 May 2017

## 12. GENERAL BUSINESS