

# **Business Papers**

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

Monday, 21 November 2016  
5:30pm



# Notice of Meeting

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To the Lord Mayor and Aldermen

You are invited to attend a Corporate & Economic Development Committee Meeting to be held in the Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Monday, 21 November 2016, commencing at 5.30 pm.

**MARK BLACKBURN**  
**ACTING CHIEF EXECUTIVE OFFICER**

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# OPEN SECTION

CEDC11/1

## CITY OF DARWIN

### CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE

#### MONDAY, 21 NOVEMBER 2016

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; Records Manager, Mr K Sohl; Committee Administrator, Mrs P Hart.

***Enquiries and/or Apologies: Penny Hart***

***E-mail: [p.hart@darwin.nt.gov.au](mailto:p.hart@darwin.nt.gov.au) - PH: 89300 670***

***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.*

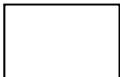
# OPEN SECTION

CEDC11/2

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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, at Council Public Libraries or contact the Committee Administrator on (08) 8930 0670.

# OPEN SECTION

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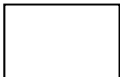
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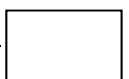


# OPEN SECTION

CEDC11/4

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

1. **MEETING DECLARED OPEN**
  
2. **APOLOGIES AND LEAVE OF ABSENCE**  
Common No. 2695036
  - 2.1 **Apologies**
  
  - 2.2 **Leave of Absence Granted**
  
3. **ELECTRONIC MEETING ATTENDANCE**
  
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

CEDC11/5

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

## 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>
C14.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C17.1.1	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(d)	information subject to an obligation of confidentiality at law, or in equity

### 5.2 Moving Open Items Into Confidential

### 5.3 Moving Confidential Items Into Open

## 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, 21 November 2016 be received and considered individually.



# OPEN SECTION

CEDC11/6

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

## 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, 17 October 2016, 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

### 8.1 Business Arising

## 9. DEPUTATIONS AND BRIEFINGS





# OPEN SECTION

CEDC11/7

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

## 10.1 OFFICERS REPORTS (ACTION REQUIRED)



<b>ENCL:</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT</b>	<b>AGENDA ITEM:</b>	<b>10.1.1</b>
<b>YES</b>	<b>COMMITTEE/OPEN</b>		
<b>1ST QUARTER BUDGET REVIEW - 2016/2017</b>			
<b>REPORT No.:</b>	<b>16A0134 IF:jg</b>	<b>COMMON No.:</b>	<b>2476534</b>
		<b>DATE:</b>	<b>21/11/2016</b>

**Presenter:** Acting Manager Finance, Irene Frazis

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

### **PURPOSE**

The purpose of this report is to:

1. Present the 1<sup>st</sup> quarter budget review and seek Council's endorsement of recommended amendments to the budget.
2. Advise Council of residual surplus funds as at 30 June 2016.
3. Provide additional financial information to supplement statutory monthly financial reporting and cost of services.

### **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**

- Surplus funds, as at 30 June 2016, \$323,000.
- Unfunded variations of \$46,000 as a result of reduced Financial Assistance Grant.
- Variations relate to approved costs of Parap Pool.
- Parap Pool contingency funding requirements are being monitored and any required variations will be managed at subsequent budget reviews.

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 REPORT NUMBER: 16A0134 MC:jg  
 SUBJECT: 1ST QUARTER BUDGET REVIEW - 2016/2017

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council

- A. THAT Report Number 16A0134 MC:jg entitled 1st Quarter Budget Review - 2016/2017, be received and noted.
- B. THAT pursuant to Section 128 of the Local Government Act Council amend the budget 2016/2017 as detailed in report 16A0134 MC:jg entitled 1st Quarter Budget Review 2016/2017 and contained in **Attachments A-E** with Municipal Budget Summary implications as per **Attachment A**:
  - a) "Operating Result (Income Statement)", decrease of \$5,036,000 (debit) leading to less "Funds from operations" of \$5,036,000 (debit). **(Attachment A Notes 1 – 2).**
  - b) "Purchases of assets", decrease by \$707,000 (credit). **(Attachment E).**
  - c) "Transfers from specific reserves" increases by \$4,006,000 (credit) **(Attachment D).**
  - d) The sum of the above (a-c) variations to the existing adopted budget result in net decrease in General Funds of \$323,000 (net debit) **(Attachment A – Bottom Line).**

## **BACKGROUND**

Each quarter Council considers any variations required to the original budget. Where significant and urgent budget variations are necessary these may be the subject of a separate more timely report and are then also included in the following quarterly budget review to ensure Council can be advised in relation to its overall projected results.

The following previous decision is relevant to the background of this report:

*DECISION NO.21\4787 (07/09/16)*

### **Parap Pool Redevelopment - Award of Tender Contract**

*Report No. 16TS0152 NK:jg (07/09/16) Common No. 2918032*

- A. *THAT Report Number 16TS0152 NK:jg entitled Parap Pool Redevelopment - Award of Tender Contract, be received and noted.*
- B. *THAT Council approve the reduction of project elements as detailed in **Attachment B** of Report Number 16TS0152 NK:jg entitled Parap Pool Redevelopment - Award of Tender Contract.*

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- C. *THAT Council meet the additional funds required for the Parap Pool redevelopment by allocation of \$223,000 from the anticipated end of year surplus funds and reallocation of \$780,000 from the 2016/2017 Capital Works program as detailed in Report Number 16TS0152 NK:jg entitled Parap Pool Redevelopment - Award of Tender Contract.*
- D. *THAT Council endorse a contingency amount of \$1,400,000 (as detailed in Report Number 16TS0152 NK:jg entitled Parap Pool Redevelopment - Award of Tender Contract and that the options for funding this be considered as part of the quarterly budget review process.*
- E. *THAT Council, pursuant to Section 32(2)(d) of the Local Government Act 2008, hereby delegates to the Chief Executive Officer, the power to finalise and enter into a contract for the redevelopment of the Parap Pool with Sunbuild Pty Ltd as described in report Number 16TS0152 NK:jd entitled Parap Pool Redevelopment - Award of Tender Contract.*
- F. *THAT Council approach the Northern Territory Government to assist with additional funding for the community elements and contingency.*
- G. *THAT the decision be moved into Open after the contract has been awarded.*

## **DISCUSSION**

### **Residual Available Funds for the year ended 30 June 2016:**

This review addresses the annual policy requirement (City of Darwin Policy No 066 - Allocation of Surplus Funds) to calculate residual available funds from last financial years audited results. The calculation (below) indicates residual available funds of \$323,000.

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<b>Calculation Surplus Funds 2016</b>	<b>\$'000</b>
	<b>As at</b>
	<b>30-June-2016</b>
Current assets	85,352
Less current liabilities	18,579
<b>Net current assets</b>	<b>66,773</b>
Cash backed reserves legally restricted	33,101
Cash backed reserves internally restricted	32,638
<b>Less total cash backed reserves</b>	<b>65,739</b>
<b>Subtotal</b>	<b>1,034</b>
Less non current employee leave entitlement provisions (adjustment as per policy)	500
Less Assets Held For Sale (recommended adjustment - note 2)	211
<b>Residual available funds as at 30/6/2015 as per policy.</b>	<b>323</b>
<b>Notes:</b>	
1 As per 30/6/2015 calculations, report and Council decision thereon, there is no reversing adjustment for current portion of external borrowing (\$226,000). This reduces the risk of overstating the available funds.	
2 The current asset "Assets held for sale" (fleet) is excluded from the calculation as the cash when it becomes available is required for fleet replacement.	

This review incorporates a previous Council recommendation to utilise \$223,000 of available funds as at 30 June 2016 to cover additional costs resulting from the Parap Pool project tender. In addition this review proposes that \$46,000 be utilised to offset the General Purpose grant funding decrease and the remaining balance of \$54,000 to be transferred to the Asset Renewal & Replacement program.

### **Summary of Main Implications:**

This is a very high level summary only and should be read in conjunction with the detailed notes provided in the attachments.

The budget variations reduce the funds from operations by \$5,036,000. A main reason is the Commonwealth grant for the Parap Pool was received last financial year. This item does not alter the underlying operating result and the cash is appropriately reserved in the cash backed reserve "Unexpended Grants" ready for utilisation on the specific purpose this financial year.

### **Purchases of assets decreases by \$707,000.** Some notable items are:

- The Velodrome budget \$1.35M plus \$150,000 for design work has been transferred to the Unspent Grants Reserve.
- Transfers to fund the costs of Parap Pool tender \$780,000 (road reseals, solar PV's, street scaping, footpaths; Decision no. 21\4787).
- Additional costs of off-street parking meter upgrade to 3G mobile \$466,000 (funded by transfer from Off & On Street Car Parking Reserve; Decision Number 21\4485).

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***Requested variations for transfers from specific reserves increases by \$4.006M in accordance with adopted budget.***

Notable examples include:

- Utilisation of pool grant received last financial year.
- Utilise Off & On Street Car Parking Reserve for meter upgrade to 3G mobile.
- Utilise Tree Risk Management Reserve for inspections & maintenance.
- Offset by early transfer to Carry Forward Reserve (dog park), returning funds to Unexpended Grant Reserve (Velodrome project) and adjustments to Asset Replacement & Refurbishment Reserve (for example; last year surplus funds and return of year end “bridging” finance from Waste Fund).

The overall reduction in funds is acceptable to the extent of any identified surplus funds from last financial year (\$323,000). Further reprioritisation and/or identification of savings to fund any contingencies relating to the Parap Pool will be monitored and managed through subsequent budget reviews.

### **CONSULTATION PROCESS**

This report was considered by the Executive Leadership Team on 31 October 2016 and is now referred to Corporate & Economic Development Committee for consideration.

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

- Management Accountant
- Other Responsible Officers in relation to requests for budget variations.

### **POLICY IMPLICATIONS**

This report is in accordance with existing policies and does not propose any policy changes.

### **BUDGET AND RESOURCE IMPLICATIONS**

There are no concerns in relation to Council’s financial position.

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

There is no formal NT legal requirement for quarterly budget reviews.

Adoption of the recommendations in this report will result in Council varying the budget in accordance with Section 128 of the *Local Government Act*.

Section 127 (3) of the Local Government Act prohibits Council from adopting a deficit budget. This review does on the surface indicate a “deficit” budget. However providing the deficit is limited to the available funds identified as at 30 June 2016

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(\$323,000) there are no concerns and the budget is considered to be fully funded and in compliance with the Act.

### **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.

**IRENE FRAZIS**  
**ACTING MANAGER FINANCE**

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

For enquiries, please contact Irene Frazis on 89300654 or email:  
i.frazis@darwin.nt.gov.au.

#### **Attachments:**

- Attachment A:** Municipal Budget Summary
- Attachment B:** Statement of Costs Services
- Attachment C:** Statement of Financial Position
- Attachment D:** Statement of Cash & Investments (Reserves)
- Attachment E:** Statement of Capital Expenditure

<u>Municipal Budget Summary</u> for the period ended 30 September 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>25%</b>	
Operational and Capital Income	111,433	111,432	-4,875	106,557	77,750	73%	1
Expenses	-102,034	-102,848	-161	-103,009	-25,141	24%	2
<b>Operating Result (Income Statement)</b>	<b>9,399</b>	<b>8,584</b>	<b>-5,036</b>	<b>3,548</b>	<b>52,609</b>		
Adjust non cash items:							
Add back depreciation	22,397	22,397	-	22,397	5,599	25%	
<b>Funds from operations</b>	<b>31,796</b>	<b>30,981</b>	<b>-5,036</b>	<b>25,945</b>	<b>58,209</b>		
Sale of assets	904	904	-	904	247	27%	
Purchases of assets	-41,501	-57,435	707	-56,728	-4,709	8%	3
<b>Funds from investing</b>	<b>-40,597</b>	<b>-56,531</b>	<b>707</b>	<b>-55,824</b>	<b>-4,462</b>		
Loans raised	1,764	1,764	-	1,764	-	0%	
Loans repaid	-258	-258	-	-258	-	0%	
<b>Funds from financing</b>	<b>1,506</b>	<b>1,506</b>	<b>-</b>	<b>1,506</b>	<b>-</b>		
<b>Transfers from (-to) specific reserves</b>	<b>7,295</b>	<b>24,044</b>	<b>4,006</b>	<b>28,050</b>	<b>-4,341</b>		4
<b>Net increase (-decrease) in General Funds</b>	<b>-</b>	<b>-</b>	<b>-323</b>	<b>-323</b>	<b>49,406</b>		5



**Notes on recommended variations:**

**1. Income**

**Increases: \$197K**

- Dept of Transport capital grants \$125K for Ryland Rd/Clarke Cres intersection and Ryland Rd/Rossiter St intersection.
- Developer Contributions - Car Parking Shortfall \$46K.
- Reimbursement of library staff wages from NTG for secondment to NT Library \$14K.
- Darwin Shamrocks capital grant for Sports Field Plan Fannie Bay Oval goal storage project \$8K.
- Fun Bus grant funding increased due to indexation \$4K

**Decreases: \$5.072M**

- Parapool grant received in 15/16 financial year \$5M
- FAA grant funding reduced as per NTG grant allocation \$72K (\$46K General component, \$26k roads component)

**2. Expenses**

**Increases: \$187K**

- \$169K Tree Risk Management program funded by Tree Risk Management Reserve.
- \$14K Library staff wages offsetting expenditure from NTG.
- \$4K Fun Bus offsetting expenditure for indexation

**Decreases: \$26K**

- FAA grant funding roads component reduction - offset by decrease in roads expenditure \$26K

### 3. Purchases of Assets

#### **Increases: \$822K**

- \$466K 3G modems for carparking meter fleet upgrade final payment funded from On & Off Street Parking Reserve, as per Council Decision 21\4485
- Parap Pool \$223K funded from 15/16 year end surplus
- Black Spot Ryland Rd intersections \$125K (Dept of Transport grant).
- Sports Field Plan Fannie Bay Goal storage project \$8K (Darwin Shamrocks grant).

#### **Decreases: \$1.529M**

- \$1.35M Velodrome project to Unspent Grants Reserve as project start date delayed.
- \$80K Dog Park project to Carry Forward Reserve as project start delayed.
- \$52K transfer to ARR Reserve from Swimming Pools Capital Projects for temporary borrow on overspend in 15/16.
- \$47K Playground refurbishment adjustment of carry forward from 15/16.

### 4. Reserve Transfers

- Net decrease in transfers as detailed in Attachment D.

### 5. Net increase/(-decrease) in General Funds

This is the net sum of all fund flows after reserve transfers and results in a net decrease in General Funds of \$323K from the 2015/16 surplus funds. The 2015/16 surplus funds has been allocated as follows: \$223K utilised for Parap Pool, balance of \$46K utilised to offset the General FAA grant reduction and the balance of \$54K transferred to Asset Renewal Replacement Reserve.

# ATTACHMENT B

## Costs of Services for the period ended 30 September 20

	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>25%</b>	
<b>Chief Executive Officer</b>							
<b>Income</b>							<b>Attachment B-1</b>
Climate Change	50	50	-	50	17	33%	
Strategy & Outcomes	15	15	-	15	-	0%	
<b>Total income</b>	<b>65</b>	<b>65</b>	<b>-</b>	<b>65</b>	<b>22</b>	<b>34%</b>	
<b>Expense</b>							
Office of the Chief Executive	768	778	-	778	204	26%	
Climate Change	546	546	-	546	160	29%	
Communications & Engagement	839	1,014	-	1,014	203	20%	
Governance	1,531	1,531	-	1,531	423	28%	
Strategy & Outcomes	361	385	-	385	71	19%	
<b>Total expense</b>	<b>4,045</b>	<b>4,254</b>	<b>-</b>	<b>4,254</b>	<b>1,061</b>	<b>25%</b>	
<b>Net surplus (-cost)</b>	<b>-3,981</b>	<b>-4,189</b>	<b>-</b>	<b>-4,189</b>	<b>-1,039</b>	<b>25%</b>	

**Note on recommended variations:**

**Costs of Services**  
for the period ended 30 September 20

	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>25%</b>	
<b>Community &amp; Cultural</b>							
<b>Income</b>							<b>Attachment B-2</b>
Customer Services	102	102	-	102	27	26%	
Darwin Safer City	150	150	-	150	75	50%	
Family & Children	170	170	4	174	72	41%	
Libraries	1,519	1,519	14	1,533	1,503	98%	
Major Community Events	100	100	-	100	2	2%	
Recreation & Leisure	504	504	-	504	142	28%	
<b>Total income</b>	<b>2,548</b>	<b>2,548</b>	<b>18</b>	<b>2,566</b>	<b>1,822</b>	<b>71%</b>	
<b>Expense</b>							
General Manager Community	536	536	-	536	139	26%	
Community Development	923	923	-	923	308	33%	
Customer Services	605	605	-	605	158	26%	
Darwin Safer City	692	803	-	803	206	26%	
Family & Children	365	365	4	369	77	21%	
Libraries	3,674	3,674	14	3,688	797	22%	
Major Community Events	525	535	-	535	91	17%	
Recreation & Leisure	1,580	1,601	-	1,601	392	24%	
Sister Cities	168	176	-	176	39	22%	
Youth Projects	495	495	-	495	105	21%	
<b>Total expense</b>	<b>9,565</b>	<b>9,715</b>	<b>18</b>	<b>9,733</b>	<b>2,311</b>	<b>24%</b>	
<b>Net surplus (-cost)</b>	<b>-7,018</b>	<b>-7,168</b>	<b>-</b>	<b>-7,168</b>	<b>-489</b>	<b>7%</b>	

**Notes on recommended variations:**

<b>Costs of Services</b>		<b>Full Original</b>	<b>Full Amended</b>	<b>Recommended</b>	<b>Projected</b>	<b>YTD</b>	<b>YTD v FAB</b>
<b>for the period ended 30 September 20</b>		<b>Budget</b>	<b>Budget</b>	<b>Variations</b>	<b>Result</b>	<b>Actual</b>	<b>%</b>
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>%</b>
<b>% of year elapsed</b>							<b>Notes</b>
<b>Corporate Services</b>							
	<b>Income</b>						<b>25%</b>
	General Manager Corporate	6	6	-	6	-	0%
	Darwin Entertainment Centre	-	-	-	-	-	0%
	Employee Relations	105	105	-	105	39	37%
	Finance Management	490	490	-	490	105	21%
	Fleet Management	73	73	-	73	11	15%
	Information Technology	53	53	-	53	20	39%
	On & Off Street Parking	5,122	5,122	-	5,122	1,825	36%
	Property Management	1,497	1,497	-	1,497	572	38%
	Records & Information Management	0	0	-	0	0	85%
	Regulatory & Animal Management	3,309	3,309	-	3,309	1,021	31%
	<b>Total income</b>	<b>10,654</b>	<b>10,654</b>	<b>-</b>	<b>10,654</b>	<b>3,594</b>	<b>34%</b>
	<b>Expense</b>						
	General Manager Corporate	964	964	-	964	186	19%
	Business Services	290	290	-	290	115	40%
	Contract Administration	161	161	-	161	38	24%
	Darwin Entertainment Centre	902	902	-	902	308	34%
	Employee Overheads (net)	117	117	-	117	593	506%
	Employee Relations	1,590	1,590	-	1,590	331	21%
	Finance Management	3,097	3,097	-	3,097	493	16%
	Fleet Management (net of internal charges/hire) *	-1,736	-1,736	-	-1,736	-319	18%
	Information Technology	2,736	2,736	-	2,736	792	29%
	On & Off Street Parking	5,170	5,170	-	5,170	1,315	25%
	Property Management	165	183	-	183	37	20%
	Records & Information Management	668	668	-	668	156	23%
	Regulatory & Animal Management	4,546	4,546	-	4,546	1,077	24%

<b>Costs of Services</b>							<b>YTD</b>	<b>YTD v FAB</b>
<b>for the period ended 30 September 20</b>							<b>Actual</b>	<b>%</b>
	<b>Full Original</b>	<b>Full Amended</b>	<b>Recommended</b>	<b>Projected</b>	<b>YTD</b>	<b>YTD v FAB</b>	<b>Notes</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Variations</b>	<b>Result</b>	<b>\$'000</b>	<b>\$'000</b>		
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>		
<b>% of year elapsed</b>							<b>25%</b>	
Risk Management	1,191	1,240	-	1,240	217	217	18%	
<b>Total expense</b>	<b>19,862</b>	<b>19,929</b>	<b>-</b>	<b>19,929</b>	<b>5,339</b>	<b>5,339</b>	<b>27%</b>	
<b>Net surplus (-cost)</b>	<b>-9,209</b>	<b>-9,275</b>	<b>-</b>	<b>-9,275</b>	<b>-1,744</b>	<b>-1,744</b>	<b>19%</b>	
<b>Corporate Services continued - Notes on recommended variations:</b>								

Costs of Services for the period ended 30 September 20	Full Original	Full Amended	Recommended	Projected	YTD	YTD v FAB
	Budget \$'000	Budget \$'000	Variations \$'000	Result \$'000	Actual \$'000	% Notes
<b>% of year elapsed</b>						<b>25%</b>

Attachment B-4						
<b>Infrastructure</b>						
<b>Income</b>						
Building Services	1	1	-	1	-	0%
Parks & Reserves	192	192	-	192	59	31%
Roads Maintenance	1,778	1,778	-26	1,752	438	25% 1
Development	486	486	-	486	41	8%
Waste Management	20,148	20,148	-	20,148	10,072	50%
<b>Total income</b>	<b>22,604</b>	<b>22,604</b>	<b>-26</b>	<b>22,578</b>	<b>10,609</b>	<b>47%</b>
<b>Expense</b>						
General Manager Infrastructure	592	592	-	592	139	24%
Asset Management	437	492	-	492	93	19%
Design, Planning & Projects	1,826	2,161	-	2,161	510	24%
Operations	875	875	-	875	171	20%
Building Services	4,235	4,235	-	4,235	910	21%
Mosquito Control	137	137	-	137	20	15%
Parks & Reserves	15,476	15,476	169	15,645	4,233	27% 2
Pathways	919	919	-	919	357	39%
Roads Maintenance	6,595	6,595	-26	6,569	1,240	19% 1
Stormwater Drainage	639	639	-	639	97	15%
Street Cleaning	3,263	3,263	-	3,263	655	20%
Development	453	453	-	453	74	16%

**Costs of Services**  
for the period ended 30 September 20

	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>25%</b>	
Waste Management	16,323	16,323	-	16,323	3,735	23%	
<b>Total expense</b>	<b>51,770</b>	<b>52,160</b>	<b>143</b>	<b>52,303</b>	<b>12,233</b>	<b>23%</b>	
<b>Net surplus (-cost)</b>	<b>-29,166</b>	<b>-29,555</b>	<b>-169</b>	<b>-29,725</b>	<b>-1,623</b>	<b>5%</b>	

**Infrastructure continued - Notes on recommended variations:**

1. Decrease in Local Roads funding as per NTG Grant allocation - reduce income and expenditure to offset.
2. Tree risk maintenance/inspections expenses \$169K funded from Tree Risk Management Reserve.



**Costs of Services** for the period ended 30 September 20

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %	Notes
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**% of year elapsed** **25%**

	64,998	64,998	-46	64,952	61,532	95%	1
<b>General Income</b>							<b>Attachment B-5</b>
General Revenues (rates, interest, Federal Asstce)	64,998	64,998	-46	64,952	61,532	95%	1
Grants & Contributions and Other Income for Capital Purposes	10,564	10,564	-4,821	5,743	170	3%	2
<b>Total income</b>	<b>75,562</b>	<b>75,562</b>	<b>-4,867</b>	<b>70,695</b>	<b>61,702</b>	<b>87%</b>	
<b>Expense</b>							
Corporate overheads charged to other accounts	-5,607	-5,607	-	-5,607	-1,402	25%	
Depreciation	22,397	22,397	-	22,397	5,599	25%	
<b>Total expense</b>	<b>16,790</b>	<b>16,790</b>	<b>-</b>	<b>16,790</b>	<b>4,198</b>	<b>25%</b>	
<b>Net surplus (-cost)</b>	<b>58,771</b>	<b>58,771</b>	<b>-4,867</b>	<b>53,904</b>	<b>57,505</b>		

<b>Net surplus (-cost) All Services</b>	<b>9,398</b>	<b>8,584</b>	<b>-5,036</b>	<b>3,548</b>	<b>52,609</b>		
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(NB This is the same result as the Income and expenses section of the Municipal Plan Summary Income Statement Section.)

**Notes on recommended variations:**

1. Decrease in General Purpose Financial Assistance funding as per NTG Grant allocation \$46k.
2. Increases: grant income from Department of Transport for Ryland Rd/ Rossiter St Intersection Black Spot Project \$50K, grant income from Department of Transport for Ryland Rd/Clarke St Intersection Black Spot Project \$75K, grant income from Darwin Shamrocks for Sports Field Plan Fannie Bay oval goal storage project \$8K. Decreases: Parap Pool grant funding income received in 15/16 financial year \$5M (offset Unspent Grants Reserve).

<b>Statement of Financial Position</b>						
<b>as at 30 September 2016</b>						
2015-16 Actual \$'000	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	Notes
<b>ASSETS</b>						
<b>Current Assets</b>						
12,484	8,136	12,021	-323	11,698	23,075	1
33,101	27,913	33,577	-3,715	29,862	34,837	2
32,176	7,977	8,119	-291	7,828	26,562	3
7,249	7,410	7,249		7,249	50,610	
131	150	131		131	90	
211	0	211		211	211	
<b>85,352</b>	<b>51,586</b>	<b>61,308</b>	<b>-4,329</b>	<b>56,979</b>	<b>135,384</b>	
<b>Non-Current Assets</b>						
1,106,436	1,183,770	1,140,570	-707	1,139,863	1,105,299	4
<b>1,106,436</b>	<b>1,183,770</b>	<b>1,140,570</b>	<b>-707</b>	<b>1,139,863</b>	<b>1,105,299</b>	
<b>1,191,788</b>	<b>1,235,356</b>	<b>1,201,878</b>	<b>-5,036</b>	<b>1,196,842</b>	<b>1,240,683</b>	
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
11,444	8,014	11,444		11,444	7,710	
226	385	385		385	226	
6,909	6,766	6,909		6,909	6,929	
<b>18,579</b>	<b>15,165</b>	<b>18,738</b>	<b>-</b>	<b>18,738</b>	<b>14,865</b>	
<b>Non-Current Liabilities</b>						
3,287	4,634	4,634		4,634	3,287	
500	676	500		500	500	
<b>3,787</b>	<b>5,310</b>	<b>5,134</b>	<b>-</b>	<b>5,134</b>	<b>3,787</b>	
<b>22,366</b>	<b>20,475</b>	<b>23,872</b>	<b>-</b>	<b>23,872</b>	<b>18,652</b>	
<b>1,169,422</b>	<b>1,214,881</b>	<b>1,178,006</b>	<b>-5,036</b>	<b>1,172,970</b>	<b>1,222,031</b>	
<b>EQUITY</b>						
771,670	823,978	771,670		771,670	771,670	
397,752	390,903	406,336	-5,036	401,300	450,361	5
<b>1,169,422</b>	<b>1,214,881</b>	<b>1,178,006</b>	<b>-5,036</b>	<b>1,172,970</b>	<b>1,222,031</b>	

**Notes on recommended variations:**

1. The decrease in unrestricted cash is the sum/total of all recommended variations as per Attachment A, Municipal Budget Summary.
2. The decrease in legally restricted funds is as detailed in Attachment D, Statement of Cash & Investments.
3. The decrease in internally restricted funds is as detailed in Attachment D, Statement of Cash & Investments.
4. The decrease in capital expenditure is as detailed in Attachment E, Statement of Capital Expenditure.
5. The decrease in Retained Surplus & Reserves is the net affect of recommended variations on net income as per Attachment A.

# ATTACHMENT D

## Statement of Cash & Investments as at 30 September 2016

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	Notes
<b>Unrestricted</b>	<b>8,137</b>	<b>12,021</b>	<b>-323</b>	<b>11,698</b>	<b>23,075</b>	
<b>Legally restricted</b>						
CBD Carparking Shortfall - Developer Cont.	12,248	12,231	46	12,277	12,292	1
CBD Carparking Shortfall - Rate Levy	11,826	11,753	-	11,753	11,765	
DEC Air Conditioning Replacement	432	432	-	432	432	
Developer Contributions	839	1,298	-	1,298	1,793	
Highway/Commercial Carparking Shortfall	19	17	-	17	48	
Market Site Development	335	335	-	335	319	
Other Carparking Shortfall	85	83	-	83	362	
Unspent Grants	-	5,299	-3,650	1,649	1,649	2
Waste Management Reserve	2,129	2,129	-111	2,018	6,177	3
<b>Total legally restricted</b>	<b>27,913</b>	<b>33,577</b>	<b>-3,715</b>	<b>29,862</b>	<b>34,837</b>	
<b>Internally restricted</b>						
Asset Replacement & Refurbishment *	-	(112)	217	105	6,275	4
Carry Forward	-	(47)	127	80	80	5
Darwin General Cemetery	-	-	-	-	10	
DEC Asset Replacement/Refurbishment	133	133	-	133	133	
Disaster Contingency	1,001	1,035	-	1,035	1,035	
Election Expense	345	346	-	346	346	
Environmental	247	326	-	326	647	
IT Strategy	-	-	-	-	457	
Nightcliff Community Hall	26	26	-	26	18	
Off & On Street Carparking **	1,050	859	-466	393	9,701	6
Plant Replacement	1,082	1,349	-	1,349	3,299	
Public Art	181	291	-	291	472	
Street Lighting Reserve	3,412	3,412	-	3,412	3,412	

**Statement of Cash & Investments**  
 as at 30 September 2016

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	Notes
Watering	-	-	-	-	177	
Tree Risk Management Reserve	500	500	-169	331	500	7
<b>Total internally restricted</b>	<b>7,977</b>	<b>8,119</b>	<b>-291</b>	<b>7,828</b>	<b>26,562</b>	
<b>Total Cash &amp; Investments</b>	<b>44,027</b>	<b>53,717</b>	<b>-4,329</b>	<b>49,388</b>	<b>84,474</b>	

**Notes on recommended variations:**

- CBD Carparking Shortfall - Developer Cont. Transfers in:** Contribution received for Car park shortfall.
- Unspent Grants Transfer out:** \$5M Parap Pool Redevelopment reduce income budget as grant received 15/16 . **Transfer In:** \$1.35M Velodrome Upgrade grant monies as project in design phase.
- Waste Management Reserve Transfers out:** \$111K to ARR reserve for temporary borrow at year end 15/16.
- Asset Replacement & Refurbishment \* Transfers in:** \$111K from Waste Reserve for temporary borrow at year end 15/16, \$54K year end 2015/16 surplus funds balance (as per Surplus Funds Policy) and \$52K adjustment for Parap Pool project (spent in 15/16 and as per 4th Qtr adjustment).
- Carry Forward Transfers in:** \$80K Dog Park project transferred to Carry Forward Reserve as projected not expected to commence until later in the year and \$47K adjustment of Playground Refurbishment end of year carry forward.
- Off & On Street Carparking Transfers out:** \$466K for 3G modems for carparking meter fleet upgrade final payment, Council Decision 21\4485 .
- Tree Risk Management Reserve Transfers out:** \$169K Tree Risk Management program (inspections and maintenance).

**Statement of Capital Expenditure**  
for the period ended 30 September 2016  
Master Account

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %	Notes
<b>02 Community &amp; Cultural Services Department</b>							
05/221060 Swimming Pools Capital Projects Expenditure	12,310	12,310	951	13,261	51	0%	1
05/221061 Community Projects Capital Expenditure	177	386	-	386	29	8%	
05/223060 Recreation Capital Projects	100	286	19	304	155	51%	
05/223065 Sports Facilities - Capital Projects	-	1,500	-1,350	150	-	0%	2
<b>02 Community &amp; Cultural Services Department Total</b>	<b>12,587</b>	<b>14,482</b>	<b>-380</b>	<b>14,101</b>	<b>235</b>	<b>2%</b>	
<b>03 Infrastructure</b>							
05/311060 Infrastructure Capital Projects	1,000	5,115	82	5,197	47	1%	3
05/322062 Minor Capital Works Program	142	142	-	142	17	12%	
05/322063 Streetscape Development & Upgrade	400	443	-200	243	38	16%	1
05/322066 Roads to Recovery Capital Projects Expenditure	-	211	-	211	-	0%	
05/322067 ATM Capital Projects Expenditure	251	333	-127	206	-	0%	4
05/322068 Cyclepath Capital Projects	561	841	-	841	21	2%	
05/322069 Black Spot Program	-	350	170	520	196	38%	5
05/331061 Footpaths Capital Projects	840	891	-90	801	95	12%	1
05/331062 Disability Access Capital Projects (W/O ONLY)	54	122	-	122	46	38%	
05/331064 Driveway Capital Projects	235	235	-	235	27	11%	
05/331065 Road Reseal & Rehabilitation Capital Projects	1,934	1,934	-350	1,584	159	10%	1
05/331066 Streetlighting Capital Projects	115	176	-	176	73	41%	
05/331067 Parks Lighting Capital Projects	359	405	-	405	84	21%	
05/331068 Kerbing Capital Projects	30	30	-	30	-	0%	
05/331069 Traffic Signals Capital Projects	92	118	-	118	-	0%	
05/332060 Building Maintenance Capital Projects	1,032	1,584	-140	1,444	372	26%	1
05/332063 Signage & Memorial Capital Projects	27	27	-	27	3	10%	

<b>Statement of Capital Expenditure</b>							
<b>for the period ended 30 September 2016</b>							
<b>Master Account</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>YTD v FAB %</b>	<b>Notes</b>
05/332082 Investment Properties Capital Refurbish (W/O ONLY)	-	188	25	212	33	15%	6
05/332083 Toilet Block Capital Projects	-	379	-	379	12	3%	
05/332086 Open Spaces Capital Refurbishment Costs (W/O ONLY)	853	1,477	-	1,477	233	16%	
05/333062 Shoal Bay Upgrade Works	9,828	13,828	-	13,828	1,074	8%	
05/334060 Stormwater Drainage Capital Projects	1,000	1,370	-	1,370	65	5%	
05/334065 Walkway Capital Projects	162	275	-25	251	6	3%	6
05/334068 Mosquito Control Capital Projects	127	225	-	225	-	0%	
05/341061 Fencing Capital Projects	148	148	-	148	113	76%	
05/341062 Parks & Reserves Revitalisation Capital Projects	1,087	1,435	-58	1,377	263	19%	7
05/341063 Parks Infrastructure Capital Projects	139	196	-	196	-	0%	
05/341064 Parks & Reserves General Capital Projects	100	100	-	100	20	20%	
05/341065 Parks Landscaping & Irrigation Capital Projects	407	423	-	423	19	5%	
<b>03 Infrastructure Total</b>	<b>20,923</b>	<b>33,001</b>	<b>-713</b>	<b>32,288</b>	<b>3,015</b>	<b>9%</b>	
<b>04 Corporate Services Department</b>							
05/242060 Regulatory Services Capital Projects	-	80	-80	-	-	1000%	8
05/332089 Darwin Entertainment Centre Capital Projects	4,288	4,757	-	4,757	86	2%	
05/335060 Fleet Management Capital Projects	2,624	3,807	-	3,807	1,283	34%	
05/421061 Finance Capital Expenditure	-	82	-	82	18	22%	
05/431060 IT Capital Projects	755	803	-	803	58	7%	
05/432060 Records Capital Expenditure	-	26	-	26	-	0%	

**Statement of Capital Expenditure**  
 for the period ended 30 September 2016  
 Master Account

	Full Original Budget \$'000	Full Amended Budget \$'000	Recommended Variations \$'000	Projected Result \$'000	YTD Actual \$'000	YTD v FAB %	Notes
05/453065 Off Street Parking Capital Projects	325	397	-	397	13	3%	
05/456060 On Street Parking Capital Projects	-	-	466	466	-	0%	9
<b>04 Corporate Services Department Total</b>	<b>7,992</b>	<b>9,952</b>	<b>386</b>	<b>10,338</b>	<b>1,458</b>	<b>14%</b>	
<b>Total</b>	<b>41,501</b>	<b>57,435</b>	<b>-707</b>	<b>56,727</b>	<b>4,709</b>	<b>8%</b>	

**Notes on recommended variations:**

- Increases: As per Council Decision 21\4787 \$1.03M additional funds required for Parapool Redevelopment \$223k funded from 15/16 year end surplus, \$780k funded from other capital projects ( Road Reseal Program \$350K, Solar PV Program \$140K, Street Scape Development Program \$200K & Footpaths Program \$90K). Decreases: Parapool program \$52K transferred to ARR Reserve as expended in 15/16 financial year (realignment of timing of expenditure in line with 2015/16 4th Qtr Budget Review report).
- Velodrome Upgrade project - \$1.35M transferred back to Unspent Grant Reserve as project in design phase.
- Smith/Esplanade Intersection project \$82k transferred from LATM Esplanade Pedestrian Crossing project..
- As per note 3 - LATM Capital Projects \$82K transfer to Smith/Esplanade Intersection and in addition \$45K transferred to Ryland Rd/Clarke St Intersection Black Spot project.
- Expenditure related to grants from Dept of Transport (\$125k): Ryland Rd/ Rossiter St Intersection \$75K and Ryland Rd/ Clarke St Intersection \$50K. In addition \$45K transfer from LATM Capital Projects budget as per note 4.
- Additional funds required for Doctor's Gully Slope Stabilisation - transfer from Walkways resurfacing.
- Playground Refurbishment - \$47K adjustment of year end carry forward and \$11k transferred to Recreational Projects for Playground refurbishment and Anula Playground Shade projects.
- Dog Park project - \$80K transferred to Carry Forward Reserve as Project not due to start until later in the year.
- 3G Modems for Parking Meter Upgrade - \$466K funded from Off & On Street Parking Reserve.

<b>ENCL:</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT</b>	<b>AGENDA ITEM:</b>	<b>10.1.2</b>
<b>YES</b>	<b>COMMITTEE/OPEN</b>		
<b>BUDGET TIMETABLE 2017/2018</b>			
<b>REPORT No.:</b>	<b>16A0135 IF:jg</b>	<b>COMMON No.:</b>	<b>2100136</b>
		<b>DATE:</b>	<b>21/11/2016</b>

**Presenter:** Acting Manager Finance, Irene Frazis

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

### **PURPOSE**

The purpose of this report is to present the proposed timetable for Council's development of the 2017/2018 budget.

### **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**

- A preliminary budget workshop held on 3 October 2016 identified some parameters for the 2017/18 budget development process, including establishing a preliminary timetable before the end of 2016.
- The Municipal Budget process requires a number of workshops to progress development and these are proposed to be at similar intervals to those held in 2016.
- The budget timetable will allow adequate time for the budget to be delivered in accordance with legislative timeframes and requirements.



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 REPORT NUMBER: 16A0135 IF:jg  
 SUBJECT: BUDGET TIMETABLE 2017/2018

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0135 IF:jg entitled Budget Timetable 2017/2018, be received and noted.
- B. THAT Council endorse the Budget Timetable for 2017-18, provided at **Attachment A** to Report Number 16A0135 IF:jg entitled Budget Timetable 2017/2018.

## **BACKGROUND**

The budget timetable is comparable to the previous year(s) timetable. Previous workshops have identified that budget workshops should stand alone from other topics and that there was a preference to include workshop(s) on a Saturday.

A Special Council Workshop was held on the 3 October 2016 for Elected Members to workshop the budget process and identify any elements that could be improved for the 2017/18 budget development. Key outcomes of the workshop were:

- Draft timetable – similar progression as 2016/17 but developed as soon as possible to enable forward planning of commitments by elected members to not clash with budget workshops.
- Budget workshops – no other items on agenda.
- Sponsorship/operating subsidies that are not ongoing need to be brought into the deliberations earlier than previously and not in a budget workshop.
- Saturday workshop(s).
- Assumptions – same process as last budget.
- Reserves – explanations as per last budget cycle.
- Initiatives to be looked at in the overall framework of funds available.

## **DISCUSSION**

The proposed 2017/18 Budget Timetable is provided at **Attachment A**. The timetable helps to ensure that the budget project follows a robust agreed process and more than satisfactorily meets statutory requirements and timelines.

The timetable has been prepared in accordance with the Council meeting dates and deadlines schedule January – June 2017, and incorporates a series of Special Council Workshops to allow adequate time to deliver key budget components and provide appropriate opportunities and information for Elected Members to consider and develop the budget for 2017/18 decisions.

Members will be updated on progress as the budget progresses. If there is a need to amend the timetable this will be further advised and discussed.

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### **CONSULTATION PROCESS**

Nil – the report follows from consultation at the October budget workshop.

### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

There are no known additional resourcing requirements.

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

The timetable has considered and addressed legal requirements.

### **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.

**IRENE FRAZIS**  
**ACTING MANAGER FINANCE**

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

For enquiries, please contact Irene Frazis on 89300654 or email:  
i.frazis@darwin.nt.gov.au.

#### **Attachments:**

**Attachment A:** 2017/18 Budget Timetable

<b>City of Darwin. Council Timetable – 2017/18 Budget</b>	
<b>Date</b>	
Monday 8 February - Conf	Introduction including assumptions, timetable and & background
Wednesday 01 March - Conf	Fees & charges including waste and parking (to assist integrate correct revenue into budget)
Wednesday 22 March - Conf	Operational budgets, capacity and issues
Saturday 08 April - Conf	Saturday workshop. Operation update, capital works, rates examples
Wednesday 3 May - Conf	Resolve outstanding issues (discuss Draft Municipal Plan & Long Term Financial Plan implications if arise)
Tuesday 16 May - Conf	1 <sup>st</sup> Ordinary; adoption of Draft Municipal Plan (DMP) and determine Fees & Charges
Tuesday 30 May – Open	2 <sup>nd</sup> Ordinary; adoption LTFP ( if required/revised)
Thursday 8 June	Submissions close on DMP
Tuesday 27 June - Open	2 <sup>nd</sup> Ordinary; consider submissions, adopt Municipal Plan, rates declaration.
Friday 30 June	Publish final Municipal Plan including budget
Monday 3 July	Publish rates declaration

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
NO COMMITTEE/OPEN

AGENDA ITEM: 10.1.3

**INTERNAL LOANS UPDATE FOR YEAR ENDED 30 JUNE 2016**

REPORT No.: 16A0128 IF:jg

COMMON No.: 3242477

DATE: 21/11/2016

**Presenter:** Acting Manager Finance, Irene Frazis

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

**PURPOSE**

The purpose of this report is to provide an update on internal borrowing/loans schedule.

**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 provides an updated schedule of internal loan funding expenditures as at 30 June 2016.

PAGE: 2  
 REPORT NUMBER: 16A0128 IF:jg  
 SUBJECT: INTERNAL LOANS UPDATE FOR YEAR ENDED 30 JUNE 2016

## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0128 IF:jg entitled Internal Loans Update For Year Ended 30 June 2016, be received and noted.
- B. THAT the following table of internal loans as at 30 June 2016 be endorsed and added to Council's internal loans register.

<u>Loan ID</u>	<u>Reserve</u>	<u>Amount</u> <u>\$</u>	<u>Term</u> <u>Yrs</u>	<u>Interest</u> <u>Rate</u>	<u>Annual</u> <u>Repymts.</u>	<u>Repymts.</u> <u>Commence</u>
IL1 2015 Shoal Bay Waste Upgrade	Asset Replacement & Refurbishment	1,000,000	10	2.9%	\$115,559	2015/16
IL2 2015 Shoal Bay Waste Upgrade	Off & On Street Parking	1,164,115	10	2.9%	\$134,524	2015/16
IL3 2016 Nightcliff Café	Asset Replacement & Refurbishment	1,442,437	17	2.9%	\$107,777	2016/17
	<b>Total</b>	<b>\$3,606,552</b>			<b>\$357,860</b>	

## **BACKGROUND**

Council has made decisions around internal loans from reserves in respect of the Shoal Bay Waste Upgrade and Nightcliff Café, in accordance with Council's borrowing policy.

At the 2<sup>nd</sup> Ordinary Council Meeting held 31 May 2016 Council resolved:

*Decision No. 21\4483*

### **Update on Internal Borrowing**

*Report No. 13A0039 MC:mrg (25/05/16) Common No. 3242477*

- A. *THAT Report Number 13A0039 MC:mrg entitled Update On Internal Borrowing, be received and noted.*
- B. *That the practice for internal loans generally be to wait until the capital expenditures are settled as at 30 June with repayments to commence in the following year on a quarterly basis.*
- C. *THAT the annual rate of interest to be applied to internal loans be the level adopted in Council's annual budget development assumptions.*
- D. *THAT the following details of internal loans as at 30 June 2015 to the Waste Reserve/Shoal Bay Waste Upgrade be endorsed and added to the Council's internal loans register (repayments to be 4 per annum):*

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 SUBJECT: INTERNAL LOANS UPDATE FOR YEAR ENDED 30 JUNE 2016

<u>Loan ID</u>	<u>Reserve</u>	<u>Amount</u> \$	<u>Term Yrs</u>	<u>Interest</u> <u>Rate</u>	<u>Annual</u> <u>Repymts.</u>	<u>Repymts.</u> <u>Commence</u>
IL1 2015 Shoal Bay Waste Upgrade	Asset Replacement & Refurbishment	1,000,000	10	2.9%	\$115,559	2015/16
IL2 2015 Shoal Bay Waste Upgrade	Off & On Street Parking	1,164,115	10	2.9%	\$134,524	2015/16
	<b>Total</b>	<b>2,164,115</b>			<b>\$250,083</b>	

## DISCUSSION

### **Nightcliff Café:**

The Nightcliff Café project has been finalised and has been added to Council's internal loans register. The expenditure result for the 2015/16 financial year resulted in total internal loan/reserve funding requirement of \$1,442,437. During the 2015/16 financial year budget variations approved provided a revised budget of \$1,442,000. The revenue available from the lease is \$110,000 per annum excluding GST (\$120,000 less the allocated \$10,000 per annum for repairs and maintenance or capital as required), this will fully repay the internal loan in 17 years.

### **Shoal Bay Waste Management**

The remaining internal loan/reserve(s) funding for Shoal Bay Waste Management Facility that has been approved by Council during prior year(s) Municipal Budget process will be added to the register once capital expenditure is finalised at the end of the financial year. These are currently as listed below:

#### ***Loans by lending reserve 2015/16 carried forward to 2016/17***

Off & On Street Parking 4,000,000

#### ***Loans by lending reserve 2016/17***

Asset Replacement & Refurbishment 1,500,000

Off & On Street Parking 6,027,806

Plant Replacement 1,500,000

**Grand total internal loans pending 13,027,806**

## CONSULTATION PROCESS

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

- Consultation on internal loans took place with Council members at the budget workshop held on Saturday 9 April 2016 with information thereon included in report number 16A0042 and the power point presentation.

## POLICY IMPLICATIONS

Nil

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SUBJECT: INTERNAL LOANS UPDATE FOR YEAR ENDED 30 JUNE 2016

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### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

An advantage of using internal instead of external borrowing/loans can be that it reduces Council's risk exposure to external financial markets.

### **ENVIRONMENTAL IMPLICATIONS**

The Shoal Bay Waste Disposal Upgrade supports environmental objectives. The Nightcliff Café project has incorporated appropriate environmental considerations.

### **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.

**IRENE FRAZIS**  
**ACTING MANAGER FINANCE**

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

For enquiries, please contact Irene Frazis on 89300564 or email:  
i.frazis@darwin.nt.gov.au.

<b>ENCL:</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT</b>	<b>AGENDA ITEM:</b>	<b>10.1.4</b>
<b>YES</b>	<b>COMMITTEE/OPEN</b>		
<b>GARDENS AMPHITHEATRE MANAGEMENT – DARWIN ENTERTAINMENT CENTRE PROPOSAL</b>			
<b>REPORT No.:</b>	<b>16A0136 DL:jg</b>	<b>COMMON No.:</b>	<b>3418690</b>
		<b>DATE:</b>	<b>21/11/2016</b>

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

**Approved:** Acting Chief Executive Officer, Mark Blackburn

### **PURPOSE**

The purpose of this report is to seek approval of a transfer of operational management of the Gardens Amphitheatre to the Darwin Entertainment Centre on a trial basis.

### **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**

- Council staff are not venue managers whereas this is the primary function of the Darwin Entertainment Centre staff.
- A trial period of transfer of venue management by the Darwin Entertainment Centre is recommended.
- Council would retain responsibility for normal grounds and infrastructure maintenance.
- Key annual community bookings would be required to continue on the current basis.



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 REPORT NUMBER: 16A0136 DL:jg  
 SUBJECT: GARDENS AMPHITHEATRE MANAGEMENT – DARWIN  
 ENTERTAINMENT CENTRE PROPOSAL

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:

- A. THAT Report Number 16A0136 DL:jg entitled Gardens Amphitheatre Management – Darwin Entertainment Centre Proposal, be received and noted.
- B. THAT Council agree to the proposal from the Darwin Entertainment Centre for a transfer of venue management for a trial period of 18 months from 1 January 2017 – June 2018, with a review in December 2017.
- C. THAT Council notes established community bookings, such as Carols by Candlelight, will be retained at the current level of assistance and subsidy during the trial period.

## **BACKGROUND**

*Decision No. 21\1396 (27/08/13)*

### **Darwin Entertainment Centre**

*Report No. 13C0078 JB:kl (27/8/13) Common No. 2167470*

- I. THAT the Darwin Performing Arts Centre Board be invited to submit a proposal for consideration in respect to the management of the Amphitheatre.*

## **DISCUSSION**

The General Manager, Darwin Entertainment Centre has written to the Lord Mayor proposing a trial management agreement between the Centre and Council for the Gardens Amphitheatre, provided at **Attachment A**.

At present, the Gardens Amphitheatre is booked through Customer Services and City of Darwin staff provide event logistics advice to hirers. The range of events at the venue include established community celebrations such as “Carols by Candlelight” and “Songkran”, the Thai community new year festival, to sponsored or commercial performances such as the Darwin Festival opening concert, the National Indigenous Music Awards, Bass in the Grass, Summer Sessions and rock and pop concerts arranged by professional entrepreneurs.

Many of these events also require appropriate liquor licence approvals or traffic management plans. As Council will remain the owner of the land, applications for approvals will still need to be made through the appropriate agencies to Council.

The venue management trial will place the facility under the control of a professional organisation that is better placed and able to manage, market, and promote the venue and provide professional logistic advice and assistance to hirers and event entrepreneurs. Under the trial arrangements, City of Darwin will maintain responsibility for cyclical maintenance and grounds and infrastructure maintenance

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SUBJECT: GARDENS AMPHITHEATRE MANAGEMENT – DARWIN  
ENTERTAINMENT CENTRE PROPOSAL

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to the same extent as currently undertaken. Any higher level of maintenance requested by promoters or the Centre will be at cost.

Council has been in discussions about the operational management of the Gardens Amphitheatre with the Darwin Entertainment Centre for several years. The venue has the potential to be better utilized. Improved synergies with the neighbouring George Brown Darwin Botanic Gardens could be achieved and improved value to the community would be delivered through professional venue management services.

### **CONSULTATION PROCESS**

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

- General Manager Community and Cultural Services
- General Manager, Infrastructure

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

- General Manager Darwin Entertainment Centre

### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

The level of income received from Gardens Amphitheatre hire is not significant. During the 2015/2016 financial year a total of \$5032 was received through venue hire of the facility.

There are no plans for any capital works at the Amphitheatre in this or next financial year and the Centre will be advised of that. The arrangement needs to be such that there is no financial impact on the grounds management costs associated with the venue. Appropriate recovery of costs related to bumping in and out for commercial hirers will be required.

Transferring venue management to the Darwin Entertainment Centre will result in increased productivity and efficiency by releasing Customer Service staff from this responsibility.

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ENTERTAINMENT CENTRE PROPOSAL

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

A formal agreement will be developed.

### **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.

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

**MARK BLACKBURN**  
**ACTING CHIEF EXECUTIVE**  
**OFFICER**

For enquiries, please contact Diana Leeder on 89300539 or email:  
d.leeder@darwin.nt.gov.au.

#### **Attachments:**

**Attachment A:** Incoming Correspondence – Darwin Entertainment Centre



31 October, 2016

## ATTACHMENT A

The Right Worshipful The Lord Mayor of Darwin  
Katrina Fong Lim  
City of Darwin  
GPO Box 84 DARWIN NT 0801

Dear Lord Mayor,

I am writing as the General Manager of the Darwin Entertainment Centre to express the Centre's interest in taking on a management role for the Gardens Amphitheatre.

The Amphitheatre is Darwin's premier out door venue and for everyone who grew up in the top end there is a special place in our hearts having attended any number of concerts and events over the years in its spectacular environment nestled in Darwin's botanical gardens.

We believe that by placing the management of the venue into industry hands with significant knowledge of the sector it will value add to the level of utilisation and the overall functionality and professionalism of the operation of the venue.

DEC has a modern cloud based venue booking system that can easily accommodate an additional venue profile. We have a full time venue coordinator who manages our existing bookings and a full time technical manager who can assist by giving clients accurate advice about the facilities and what they may require to hire in. DEC is also in a position to offer hirers ticketing and marketing services.

If successful we will research nationally the rates charged for similar venues and bring the rates in line with other capital cities for commercial hirers. As we do at DEC we understand the need to keep rates for local not for profit organisations at an affordable level. Rates and charges for existing bookings would be honored.

An example of a similar arrangement that works well for all the stakeholders is the Melbourne Arts Centre managing the outdoor Myer Music Bowl.

We acknowledge and recognize the need to manage the relationships between the CoD, and the NT Government who manage the adjacent Botanical Gardens as well as Evas cafe.

I have had preliminary discussions with your staff and the relevant NT Government staff and their seems to be consensus that DEC bringing sector based knowledge to the management would improve and streamline the relationship with hirers and in the long term reduce conflicts.

Our proposal regarding the financial arrangements would be for an 18 month trial period, with rental income flowing to DEC and with CoD retaining financial responsibility for repairs & maintenance and looking after the grounds. If CoD is interested in DEC looking after these asset / maintenance aspects of the site further negotiation is required.

We are interested in engaging with relevant parties and stakeholders with a view to developing performing art programs at the amphitheatre that enhance the cultural life of Darwin and give hirers an industry based oragnisation to deal with when making bookings.

Yours sincerely,



Alan James  
General Manager

<b>ENCL: NO</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT COMMITTEE/OPEN</b>	<b>AGENDA ITEM:</b>	<b>10.1.5</b>
<b>CAR SHARING SCHEME - RESULT OF TRIAL</b>			
<b>REPORT No.:</b>	<b>16A0131 LC:jg</b>	<b>COMMON No.:</b>	<b>2925935</b>
			<b>DATE:</b> 21/11/2016

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

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

### **PURPOSE**

The purpose of this report is to provide results of the outcome of a 12 month trial for a car sharing scheme in Darwin CBD.

### **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**

2 Vibrant, Flexible and Tropical Lifestyle

#### **Outcome**

2.4 Economic growth supported

#### **Key Strategies**

2.4.1 Deliver, advocate for, and partner in infrastructure and services that support Darwin's economic growth

### **KEY ISSUES**

- In April 2015 Council agreed to the provision of four car bays in the CBD free of charge for 12 months to promote the use of car sharing in Darwin.
- Carshare Darwin Pty Ltd was selected as the preferred operator to provide up to four car bays in Darwin's CBD for a period of 12 months, which commenced operating in October 2015.
- After providing two vehicles in Darwin CBD Carshare Darwin Pty Ltd has advised after 12 months it has not had enough utilisation of the vehicles to determine the future viability of the scheme.
- As the 12 months free trial period has ended any future use of bays will be under the normal conditions and fees outlined in Council's fees and charges for reserved bays.

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 REPORT NUMBER: 16A0131 LC:jg  
 SUBJECT: CAR SHARING SCHEME - RESULT OF TRIAL

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0131 LC:jg entitled Car Sharing Scheme - Result Of Trial, be received and noted.
- B. THAT Council advise Carshare Darwin Pty Ltd that the trial period to access up to four free car bays in Darwin CBD to operate a car sharing scheme cease at 31 December 2016.

## **BACKGROUND**

At the 2<sup>nd</sup> Ordinary Council Meeting held 28 April 2015 Council resolved as follows:

*DECISION NO.21\3259*

### **Car Sharing Scheme**

*Report No. 15A0044 LC:mp (22/04/15) Common No. 2925935*

- A. *THAT Report Number 15A0044 LC:mp entitled Car Sharing Scheme, be received, and noted.*
- B. *THAT Council support in principle the provision of up to four car bays in the CBD free of charge for 12 months to trial a car share scheme.*
- C. *THAT a further report be brought detailing the terms and conditions of a car share scheme in Darwin.*

In July 2015 following an Expression of Interest process Council considered three proposals for the provision of a car sharing scheme in Darwin, selecting Carshare Darwin Pty Ltd as the preferred proponent (Decision No. 21\3569). The scheme commenced in October 2015.

## **DISCUSSION**

In April 2015 Council considered the possibility of assisting in the establishment of a car sharing scheme in Darwin.

The key planning objectives for such a scheme were as follows:

- more efficient use of car parking in the City,
- reduced greenhouse emission,
- support the economy,
- reduced congestion,
- reduced private vehicle ownership.

To be financially sustainable a car share provider requires 20 people to support each vehicle. In a start-up phase proposal a car share provider would typically require a

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SUBJECT: CAR SHARING SCHEME - RESULT OF TRIAL

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two year trial period with a minimum of five vehicles which would need to be financially underwritten.

Car Share Darwin operates the car sharing scheme at the Student Lodge at Casuarina Square and has complemented this with two additional bays in Darwin CBD.

After 12 months Carshare Darwin Pty Ltd provided the feedback that the business is progressing slowly. It has had some challenges and been hard work getting members and usage such that there is not yet enough utilisation to determine viable continuation.

Despite identifying that the location of the spaces may not been the most ideal or enough to provide visible coverage for people to have confidence in the system the operator does envisage continuing with the program, but would like to discuss other more secure locations.

Any continuation of the scheme past 31 December 2016 is recommended to be on a normal commercial basis for reserved bays.

### **CONSULTATION PROCESS**

Nil

### **POLICY IMPLICATIONS**

It is expected that successful car sharing programs reduce the level of greenhouse emissions.

### **BUDGET AND RESOURCE IMPLICATIONS**

The potential estimated loss in car parking revenue by providing two car bays in Zone A and Mitchell Daly car park is approximately \$4,000 per annum.

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

Nil

### **ENVIRONMENTAL IMPLICATIONS**

Nil



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SUBJECT: CAR SHARING SCHEME - RESULT OF TRIAL

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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 89300532 or email:  
l.carroll@darwin.nt.gov.au.

# OPEN SECTION

CEDC11/8

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

## 10.2 OFFICERS REPORTS (RECEIVE & NOTE)



<b>ENCL: NO</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT COMMITTEE/OPEN</b>	<b>AGENDA ITEM:</b>	<b>10.2.1</b>
<b>ANIMAL MANAGEMENT STRATEGY</b>			
<b>REPORT No.:</b>	<b>16A0099 DL:jg</b>	<b>COMMON No.:</b>	<b>3035896</b>
			<b>DATE:</b> 21/11/2016

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

**Approved:** Acting Chief Executive Officer, Mark Blackburn

### **PURPOSE**

The purpose of this report is to provide an update on the development of Council's Animal Management Strategy

### **LINK TO STRATEGIC PLAN**

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

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.3 Good governance

#### **Key Strategies**

5.3.1 Demonstrate good corporate practice and ethical behaviour

### **KEY ISSUES**

- A draft animal management strategy is being developed reflecting the recommendations of the Animal Management Advisory Committee.
- A strong emphasis in the strategy is to be placed on community education and partnering with stakeholders.
- The strategy will provide an integrated plan to guide the delivery of this service.
- A key document explaining owners responsibilities under the animal management by-laws is still required.
- Council has recently adopted a Compliance and Enforcement Policy with associated operational guidelines.
- More work is required on the ancillary documents to give context and meaning to the strategy and it is recommended that the entire package be finalised for consideration by Council at the January 2017 Council meeting.

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 REPORT NUMBER: 16A0099 DL;jg  
 SUBJECT: ANIMAL MANAGEMENT STRATEGY

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16A0099 DL;jg, entitled Animal Management Strategy, be received and noted.

## **BACKGROUND**

Part Decision 21\4247 22/3/16

### **Review of Animal Management Plan**

*Report No. 16A0029 SG:mp (16/03/16) Common No. 3035896*

- A. *THAT Report Number 16A0029 SG:mp entitled Review of Animal Management Plan, be received and noted.*
- B. *THAT the minutes of the Animal Management Advisory Committee meetings at **Attachment C** to Report Number 16A0029 SG:mp entitled Review of Animal Management Plan, be received and noted.*
- C. *THAT a comprehensive enforcement policy and guidelines be developed and published to provide a broad understanding of how Council will approach enforcement of animal by-laws.*
- D. *THAT an animal management strategy be developed between June 2016 and December 2016 to replace the Animal Management Plan, and public feedback be sought prior to adoption.*
- E. *THAT key elements of the animal management strategy include:*
  - *Subsidised de-sexing/registration days targeted at marginalised pet owners and recognised organisations who promote responsible pet ownership.*
  - *Ongoing media and education campaigns to ensure residents are aware of Council's focus on pet ownership – rights, responsibilities and penalties and the benefits of de-sexing.*
  - *Investigation and introduction of any benefits and efficiencies achievable through a tag for life registration system*
  - *A review date every four (4) years*
- F. *THAT improved use of technology in investigating and resolving complaints be explored and adopted, subject to budget consideration.*
- G. *THAT amendments be made to the following by-laws:*
  - *Section 71 to clarify the nuisance definitions by-laws: it needs to be quantified rather than based on individuals tolerance levels*
  - *Section 63(4) (b) to read: (b) keeping of a dog or cat by a Council approved organisation*
- H. *THAT no amendments be made to City of Darwin Policy No. 001 - Animal Management - General regarding:*
  - *Licences to Keep Additional Dogs*

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 REPORT NUMBER: 16A0099 DL:yg  
 SUBJECT: ANIMAL MANAGEMENT STRATEGY

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- *Off leash exercise areas*
- I. *THAT Council approach the Northern Territory Government with a request that an overarching legislative instrument for the purpose of animal management be investigated that includes regulating the sale of dogs and cats within the Northern Territory.*
  - J. *THAT the animal registration process include an educative check list and animal management fees be set to support and reward socially responsible ownership.*

DECISION NO.21\4953 (25/10/16)

**Compliance and Enforcement Policy**

*Report No. 16A0111 SG:je (17/10/16) Common No. 3367725*

- A. *THAT Report Number 16A0111 SG:je entitled Compliance and Enforcement Policy, be received and noted.*
- B. *THAT Council adopt City of Darwin Policy No. \*\*\* - Compliance and Enforcement at **Attachment A** to Report Number 16A0111 SG:je entitled Compliance and Enforcement Policy.*

**DISCUSSION**

The Animal Management Advisory Committee was established to assist in identifying key community considerations in regard to animal management.

The Committee recommended a number of suggestions for improvement including the key recommendation for Council to formally adopt an Animal Management Strategy to provide clarity of direction for animal management within the Municipality.

A draft Strategy has been developed reflecting these recommendations however in discussion with staff, other local government authorities and the elected members who participated in the Animal Management Advisory Committee it has become clear that an accompanying document is required to update the existing Animal Management Plan and provide a practical guide to the Animal Management by-laws and their compliance requirements. There are conflicting expectations in the community around the interpretation of by-laws relating to nuisance and other behavioural aspects.

In line with the Committee recommendations strong emphasis in the Strategy is placed on community education and partnering with stakeholders in the quest for voluntary compliance in preference to enforcement, although the Strategy does envisage strong action where individuals deliberately and repeatedly fail to observe their obligations in relation to responsible pet ownership.

Council's timeline for the development of the Strategy was between June and December 2016 with community consultation to follow prior to adoption. As Council does not undertake public consultation during the December/January period, when many people are away, it is considered advisable to use this time to prepare a

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 SUBJECT: ANIMAL MANAGEMENT STRATEGY

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complete suite of documentation and a draft consultation plan for consideration by Council at its January meeting.

It is acknowledged that groups and individuals in the community may view the lack of availability of the draft Strategy until late January as an indication that Council is not seriously committed to an improved approach to animal management.

### **CONSULTATION PROCESS**

An internal working group comprising of the Manager Regulatory Services, Regulatory Supervisor Animal Management met on a weekly basis to progress the Animal Management Strategy and to discuss other issues surrounding guideline and policy development up until the resignation and departure of the Manager Regulatory Services in September.

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

- Regulatory Supervisor Animal Management

### **POLICY IMPLICATIONS**

Policy No.025 – Community Consultation

- Level 2 community consultation is required.

Policy No. 001 – Animal management will be updated in line with final decisions around the Animal Management Strategy

Policy No. 085 – Enforcement and Compliance will complement the Animal Management Strategy

### **BUDGET AND RESOURCE IMPLICATIONS**

A number of items within the proposed Animal Management Strategy action plan have budget implications and these will be identified and referred to the 2017/18 budget development when the strategy is presented to Council.

Income from registration and enforcement costs is utilised to offset the costs of the animal management program.

Council's current Animal Management staffing level comprises a Supervisor, an Animal Education Officer, a Pound Coordinator, two Pound Attendants and seven Rangers.

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SUBJECT: ANIMAL MANAGEMENT STRATEGY

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

The action items are subject to the provisions of and conformity with the City of Darwin By-laws. A review of relevant by-laws is underway.

### **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.

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

**MARK BLACKBURN**  
**ACTING**  
**CHIEF EXECUTIVE OFFICER**

For enquiries, please contact Diana Leeder on 8930 0537 or email:  
[d.leeder@darwin.nt.gov.au](mailto:d.leeder@darwin.nt.gov.au).

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

**1ST QUARTER PERFORMANCE REPORT 2016/17**

REPORT No.: 16TC0064 VG:ph COMMON No.: 1230662 DATE: 21/11/2016

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

**Approved: A/General Manager Corporate Services, Jodie Wheeler**

**PURPOSE**

The purpose of this report is to provide the Council with 1<sup>st</sup> Quarter Performance Report 2016/17 relating to Council's Corporate and Economic areas.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.3 Good governance

**Key Strategies**

5.3.3 Understand and manage Council's risk exposure

**KEY ISSUES**

- Performance in this report is measured against progress in achieving Council's Strategic Plan and Annual Municipal Plan.
- Performance of corporate and economic areas is tracking positively as expected for the 1<sup>st</sup> quarter.
- Performance reports will be updated to include financial information from the 2<sup>nd</sup> quarter forward.
- Action performance for quarter 1 (July to September 2016) will generally be reported as 25% complete unless there is an exception.
- Key performance indicators will be reported on as required throughout the year (some KPIs are reported quarterly and others such as community satisfaction are reported annually).



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REPORT NUMBER: 16TC0064 VG:ph  
SUBJECT: 1ST QUARTER PERFORMANCE REPORT 2016/17

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0064 VG:ph entitled 1<sup>ST</sup> Quarter Performance Report 2016/17, 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.

The Annual Report contains 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 date, Council has been presented with six-monthly reports against the Strategic and Municipal Plan. Historically, departments have also been presenting Council with more detailed quarterly reports. These were considered to be largely operational they did not directly reflect progress against the Strategic Plan and Municipal Plan.

Local Government best practice is to provide quarterly performance reports against Strategic and Municipal Plans to Council. The Corporate and Economic Committee has oversight of the following Municipal Plan Program Profiles:

- Business Services
- Communications and Engagement
- Darwin Entertainment Centre
- Employee Relations
- Financial Services
- Fleet Management
- Governance
- Information Technology
- On and Off Street Parking
- Records and Information Management
- Regulatory Services
- Risk, Audit and Safety
- Strategic Services
- Office of the General Manager Corporate Services

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## PREVIOUS DECISION

*DECISION NO.21\4820 (19/09/16)*

### **Strategic Reporting**

*Report No. 16TC0057 VG:ph (19/09/16) Common No. 1230662*

- 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 for each Program Profile.

Action performance for quarter 1 (July to September 2016) will generally be reported as 25% complete unless there is an exception. This is on the basis that we are delivering 100% of the program throughout the course of the year.

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.

There has been delay in integrating financial information with the system utilised for performance reporting. It is anticipated that Performance reports will be updated to include financial information from the 2<sup>nd</sup> quarter forward.

Performance of the corporate and economic areas is tracking positively as expected for the first quarter. 1<sup>st</sup> Quarter Performance Reports are provided at Attachments A to N.

## **CONSULTATION PROCESS**

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

- Manager Business Services
- Executive Manager
- Manager People, Culture and Capability
- A/Manager Finance
- Manager Information Technology
- Manager Strategic Services
- Senior Community Engagement Officer
- Team Coordinator Risk, Audit & Safety

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### **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.

### **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 our 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**

**JODIE WHEELER**  
**A/GENERAL MANAGER**  
**CORPORATE SERVICES**

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

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**Attachments:**

- Attachment A** - Business Services
- Attachment B** - Communications and Engagement
- Attachment C** - Darwin Entertainment Centre
- Attachment D** - Employee Relations
- Attachment E** - Financial Services
- Attachment F** - Fleet Management
- Attachment G** – Governance
- Attachment H** - Information Technology
- Attachment I** - On and Off Street Parking
- Attachment J** – Records and Information Management
- Attachment K** - Regulatory Services
- Attachment L** - Risk, Audit and Safety
- Attachment M** - Strategic Services
- Attachment N** – Office of the General Manager Corporate Services



# City of Darwin PREMIUM Performance Report

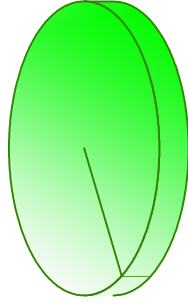
Jul 16 - Sep 16

Report Filters:  
Service Profile: Business Services

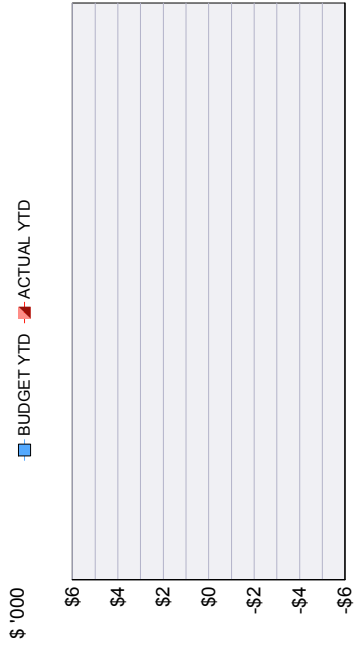


### Business Services Action Status





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







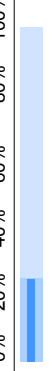

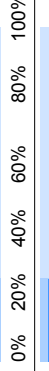
### Financial Summary



### Action Summary

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

 Target  
 % Complete

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
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		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
2.4.1.3 Negotiate the strategic purchase and disposal of land and property for Council	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
2.4.1.4 Manage security services to protect Council owned property	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
2.4.1.5 Negotiate and administer leases and agreements for Council's properties	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
2.4.1.7 Award contracts through transparent process of advertisement and assessment	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
2.4.1.8 Administer and monitor contracts to minimize risk to Council	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%




## Action Details

## Corporate Services

## Business Services

**STRATEGY:** 2.4.1 Deliver, advocate for, and partner in infrastructure and services that support Darwin's economic growth

<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>
2.4.1.2 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	25%	25%	 GREEN
<b>Program Profile</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

The Lord Mayor Katrina Fong Lim hosted the Darwin CBD Summit on the 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. Prior to the summit a survey of over 5000 businesses and individuals was carried out in relation to activation, retail, safety, parking and public space. A key outcome of the Summit was for the Northern Australian Capital City Committee (NACCC) to be reconvened and that the Summit Working Group be a subcommittee of the NACCC. A new "Transport Advisory Committee" has also been proposed. A working group to progress the strategy has been convened for the 26 October 2016 with a further Summit scheduled for 9 March 2017.

Last Updated - 04/11/2016

<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	25%	25%	 GREEN
<b>Program Profile</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 - 04/11/2016



<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	25%	25%	 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>							
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 - 04/11/2016							
<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	25%	25%	 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 manages up to 100 leases, licenses and agreement in relation to various property holdings including alfresco and footpath dining Last Updated - 04/11/2016							
<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	25%	25%	 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>							
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 - 04/11/2016							

<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	25%	25%	
<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, Last Updated - 04/11/2016							
<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	25%	25%	
<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 - 04/11/2016							
<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	25%	25%	
<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, Last Updated - 04/11/2016							



## *City of Darwin* **PREMIUM Performance Report**

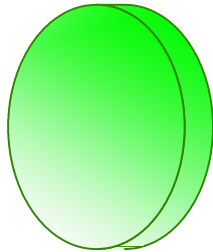
*Jul 16 - Sep 16*

Report Filters:  
Service Profile: Communications and Engagement



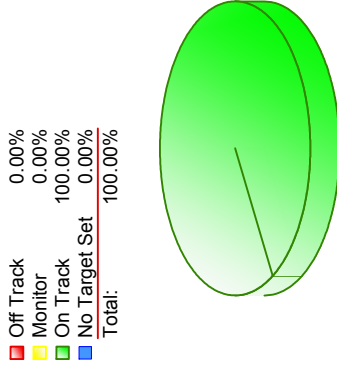
# Communications and Engagement

## KPI Status



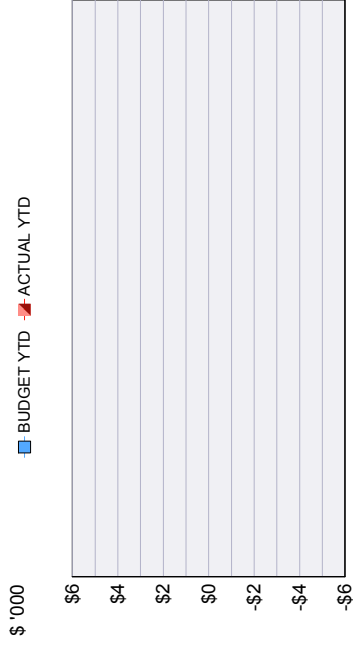
Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 No Target Set 0.00%  
**Total: 100.00%**

## Action Status



Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 No Target Set 0.00%  
**Total: 100.00%**

## Financial Summary







## Summary KPI

KPI	Trend	Unit	Target	Actual	
> 300,000 website 'hits' per annum	Jul 16 - Sep 16	#	75,000.00	149,165.00	GREEN
<b>Latest Comment</b> No comments entered for this KPI					
Increase in the number of followers on Facebook	Jul 16 - Sep 16	%	7.50	16.00	GREEN
<b>Latest Comment</b> Followers as at 30 June 2016 - 4,638 Followers as at 30 September 2016 - 5,401					
Number of media releases with positive media coverage	Jul 16 - Sep 16	#	80.00	85.70	GREEN
<b>Latest Comment</b> No comments entered for this KPI					



### Action Summary

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

Action	Start Date	End Date	Progress	Target	% Complete	Actual Expenditure	Budget Expenditure	% variance
5.3.4.3 Develop and coordinate the delivery of a whole of Council community engagement program	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff; height: 10px;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.3.4.6 Develop and manage Council's social media platforms and websites	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff; height: 10px;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.3.5.1 Manage and implement Council's Communications Strategy and develop an annual Communications Plan	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff; height: 10px;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.3.5.2 Manage Council's reputation through effective media management strategies, public relations and marketing	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff; height: 10px;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.3.5.3 Manage marketing and promotion of Council's brand including sponsorship arrangements	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff; height: 10px;"></div></div>	100%	100%	\$0.00	\$0.00	0%
						\$0.00	\$0.00	0%




**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	Danielle Avolio - Digital Marketing & Communications Officer	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget Type</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 - 10/11/2016



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
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	25%	25%	 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 have been 10 community engagement projects completed during this period, with a further 8 underway. The major community engagement projects coming up are:							
-Gardens Oval Lights							
-Dripstone Rd Parking							
-Bradshaw Terrace Bollards							
-Way Finding Strategy							
-Animal Management Strategy							
Last Updated - 10/11/2016							

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
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	25%	25%	 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 - 07/10/2016							

<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	25%	25%	 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>							
Current sponsorships are tracking well in first quarter of 2016/2017. No new Sponsorship Agreements were entered into for the 2016/2017 year. The sponsorship of the Tropical Garden Spectacular has been cancelled due to this event ending. None of the allocated \$20,000 contingency funds have been used for 2016/2017. Guidelines around In-kind Sponsorships are being developed with Customer Service to improve these arrangements.							
Brand – a new template has been issued across City of Darwin advertising, PowerPoint, flyers and posters. The new template replaces the gradient swirl previously used. It is a distinct but simple design that will not encroach on expensive real-estate but provides a strong and modern look to Council's brand. The new templates have been progressively rolled out throughout the organisation.							
A web form is now available on Council's website for organisations to request to use City of Darwin's Logo. The form requires justification and evidence for using the brand and terms and conditions must be met. The form comes to the Communications and Engagement team for approval.							
Last Updated - 07/10/2016							
<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	25%	25%	 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>							
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 - 10/11/2016							





## *City of Darwin* **PREMIUM Performance Report**

*Jul 16 - Sep 16*

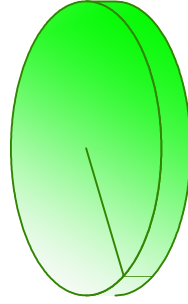
Report Filters:  
Service Profile: Darwin Entertainment Centre



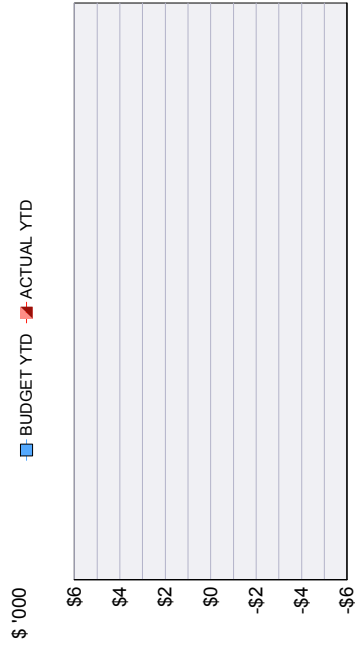
# Darwin Entertainment Centre

## 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>





## Financial Summary



### Action Summary

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

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
4.2.1.1 Oversee the management of Darwin Entertainment Centre	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%





## Action Details

## Corporate Services

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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 09/11/2016							
<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 09/11/2016							

# ATTACHMENT D



## *City of Darwin* **PREMIUM Performance Report**

*Jul 16 - Sep 16*

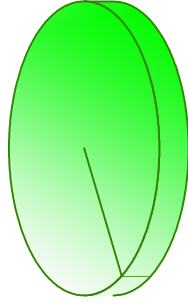
Report Filters:

Service Profile: Employee Relations

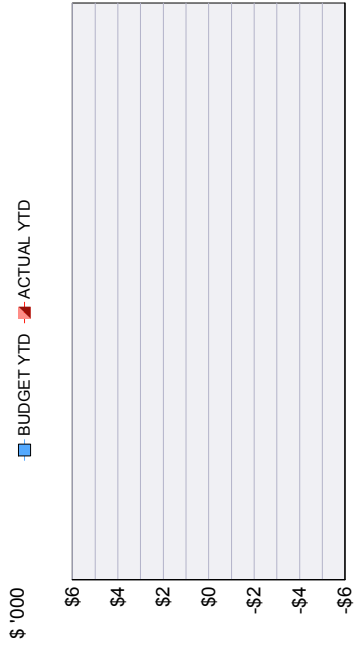


### Employee Relations Action Status





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



### Financial Summary



### Action Summary

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

Action	Start Date	End Date	Progress	Target	% Complete	Budget Expenditure	Actual Expenditure	% variance
5.2.1.1 Develop and implement a whole of Council Workforce Planning Strategy	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.1.2 Manage industrial relations matters and implement solutions	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.1.3 Deliver graduate and traineeship opportunities	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.1.6 Develop, negotiate and implement Council's Enterprise Agreement	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.1.7 Develop and implement employee performance framework	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.1.9 Manage effective employment processes	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.2.1 Manage the City of Darwin Workforce Wellbeing Committee	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.2.2 Develop and implement Council wide employee training and development opportunities	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
5.2.2.3 Develop and implement a framework to build leadership capacity across Council	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #0000ff;"></div></div>	100%	100%	\$0.00	\$0.00	0%
						\$0.00	\$0.00	0%






## Action Details




## Corporate Services

## 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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
At this time there are no active industrial matters.							
Last Updated - 17/11/2016							
<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 17/11/2016							
<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 17/11/2016							



<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 17/11/2016							
<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 15/11/2016							
<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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. Last Updated - 15/11/2016							

**STRATEGY:** 5.2.2 Foster an engaged, healthy workplace culture focussed on value delivery

<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>
5.2.2.3 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	25%	25%	 GREEN
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							
<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>
5.2.2.1 Manage the City of Darwin Workforce Wellbeing Committee	Jodie Wheeler - Manager People, Culture and Capability	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							
<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>
5.2.2.2 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	25%	25%	 GREEN
<b>Program Profile</b>							
Employee Relations							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							



## *City of Darwin* **PREMIUM Performance Report**

*Jul 16 - Sep 16*

Report Filters:

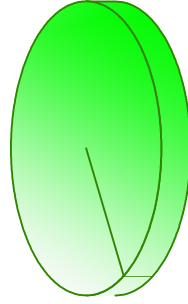
Service Profile: Financial Management



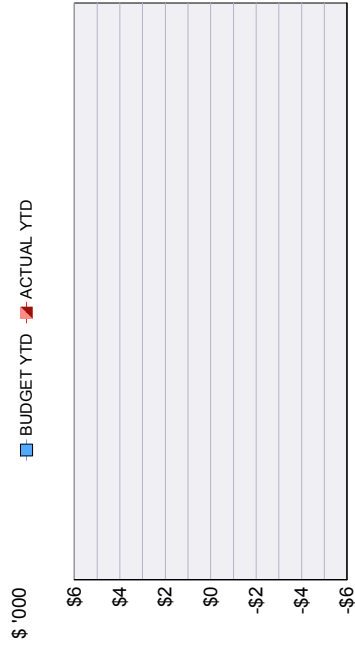
### Financial Management

#### 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>









#### Financial Summary



### Action Summary

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

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
5.5.1.1 Manage Council's revenue functions including generation of Council's rates revenue	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
5.5.1.3 Manage and deliver on Council's annual statutory and financial reporting obligations	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
5.5.1.5 Develop and implement sound asset accounting practices	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.5.1.6 Manage and monitor Council's Payables processes including Council's Procurement framework and payroll	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%




## Action Details

## Corporate Services

## 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	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Financial Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

## Action Progress Comments

Audited Financial Statements for 2015/16 reviewed by the Risk Management & Audit Committee and adopted by Council 15 November 2016.

Last Updated - 16/11/2016

<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	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Financial Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

## Action Progress Comments

Council's accounts payable and procurement functions are ongoing.

Last Updated - 16/11/2016




<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	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Financial Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 16/11/2016

<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	25%	25%	 GREEN
<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>							
External review of Council's investment strategy was undertaken and a report provided to the Risk Management & Audit Committee. The Investment Policy will be reviewed and presented to Council.							
Last Updated - 16/11/2016							
<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	25%	25%	 GREEN
<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>							
Long Term Financial Plan 2016 - 2026 adopted.							
2016/17 budget review for first quarter being presented November 2016.							
Plans in progress to develop the 2017/18 budget.							
Last Updated - 16/11/2016							
<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	25%	25%	 GREEN
<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>							
Rates levied August 2016.							
Last Updated - 16/11/2016							





**City of Darwin**  
**PREMIUM Performance Report**

Jul 16 - Sep 16

Report Filters:

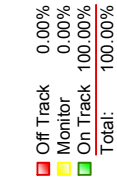
Service Profile: Fleet Management



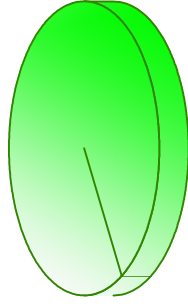
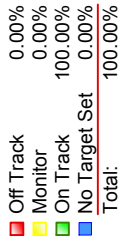


### Fleet Management

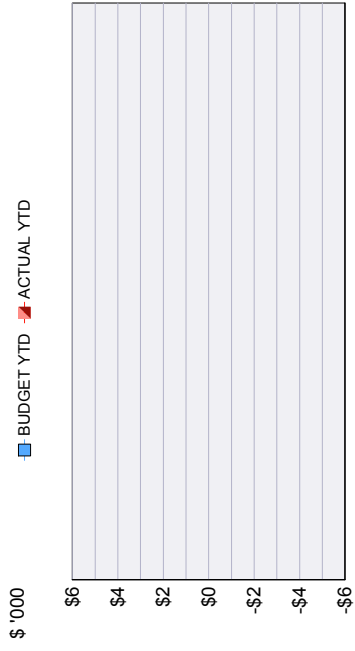
#### KPI Status



#### Action Status



#### Financial Summary



### Summary KPI

#### KPI

Percentage of vehicles available for use

Trend	Unit	Target	Actual
Jul 16 - Sep 16	%	0.00	0.00







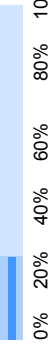







#### Latest Comment

Average Availability was low as the large wood chipper was damaged as was the Stump grinder and parts had to come from America , wood chipper Availability was 42% and the Stump Grinder was 43%



### Action Summary

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

Action	Start Date	End Date	Progress	Status	Budget Expenditure	Actual Expenditure	% variance
5.5.1.1 Manage and implement Council's asset management strategy for heavy and light fleet	01/07/2016	30/06/2017	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>0%</span> <span>20%</span> <span>40%</span> <span>60%</span> <span>80%</span> <span>100%</span> </div> 		\$0.00	\$0.00	0%
5.5.1.2 Purchase and dispose of vehicles and plant resources	01/07/2016	30/06/2017	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>0%</span> <span>20%</span> <span>40%</span> <span>60%</span> <span>80%</span> <span>100%</span> </div> 		\$0.00	\$0.00	0%
5.5.1.3 Monitor fleet condition and level of usage	01/07/2016	30/06/2017	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>0%</span> <span>20%</span> <span>40%</span> <span>60%</span> <span>80%</span> <span>100%</span> </div> 		\$0.00	\$0.00	0%
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	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>0%</span> <span>20%</span> <span>40%</span> <span>60%</span> <span>80%</span> <span>100%</span> </div> 		\$0.00	\$0.00	0%
					\$0.00	\$0.00	0%



**Action Details**

**Corporate Services**

**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	25%	25%	

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Fleet Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 09/11/2016

<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	25%	25%	

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Fleet Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 09/11/2016

<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 and implement Council's asset management strategy for heavy and light fleet	Peter Newcombe - Manager Fleet	In Progress	01/07/2016	30/06/2017	25%	25%	

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Fleet Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 09/11/2016

<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	25%	25%	

<b>Program Profile</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Fleet Management					

**Linked Related Plan(s):**

**Linked Action Filter(s):**

Last Updated - 09/11/2016



# ATTACHMENT G



## City of Darwin PREMIUM Performance Report

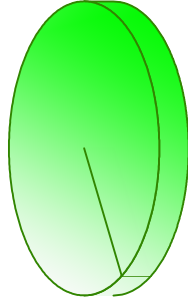
Jul 16 - Sep 16

Report Filters:  
Service Profile: Governance

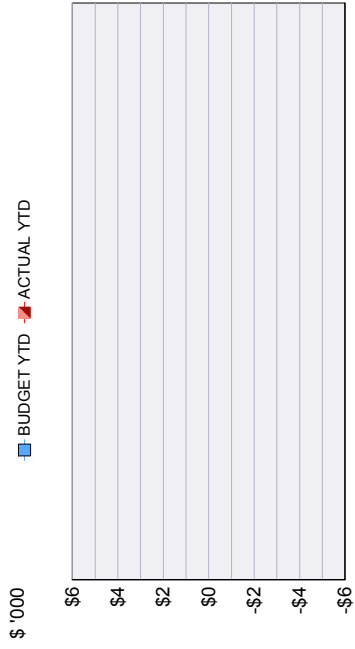


### Governance Action Status

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



### Financial Summary



### Action Summary

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

Target  
 % Complete

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
5.3.1.1 Implement the City of Darwin Governance Framework	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.3.1.2 Manage Council's compliance with statutory obligations for Council Meetings, including by-laws	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.3.1.3 Administer Council meetings and activities	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
5.3.2.2 Provide administrative support to Elected Members	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.3.4.1 Develop and implement Elected Member, Chief Executive Officer and staff communication mediums	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%




## Action Details

**Office of the Chief Executive**

Office of the Chief Executive

**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>
5.3.1.3 Administer Council meetings and activities	Mark Blackburn - Executive Manager	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Governance				

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

All Council meetings and activities were carried out according to schedule.

Last Updated - 07/10/2016


<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	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Governance				

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

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 - 10/11/2016

<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	25%	25%	 GREEN




<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Governance				

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

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 - 07/10/2016

**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	25%	25%	
<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>							
Elected Members provided with ongoing administration and support in accordance with adopted policy.							
Last Updated - 10/11/2016							
<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	25%	25%	
<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>							
High level support provided to the Office of the Lord Mayor and Chief Executive Officer. Hosted National Local Government Chief Officers Group Conference.							
Last Updated - 10/11/2016							
<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	25%	25%	
<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>							
Friday Flyer to Elected Members was delivered regularly for the period July - September 2016.							
Last Updated - 10/11/2016							





**City of Darwin**  
**PREMIUM Performance Report**

**Jul 16 - Sep 16**

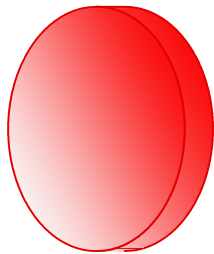
Report Filters:

Service Profile: Information Technology



## Information Technology

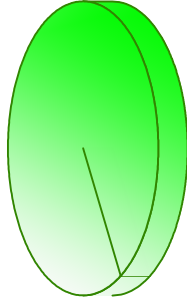
### KPI Status



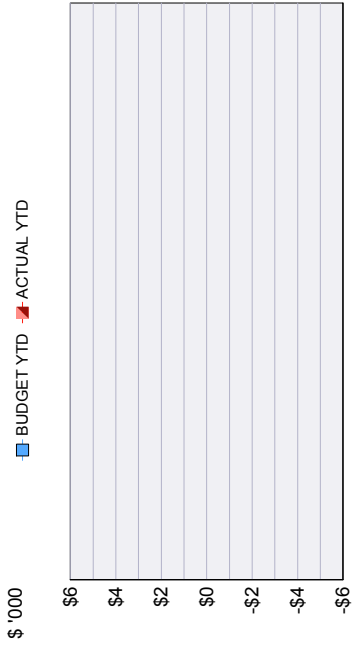
Off Track 100.00%  
 Monitor 0.00%  
 On Track 0.00%  
 Total: 100.00%

### Action Status

Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 No Target Set 0.00%  
 Total: 100.00%



### Financial Summary



## Summary KPI

### KPI

Percentage of service desk requests closed against open requests during a period.

Trend  
 Jul 16 - Sep 16

Unit  
 %

Target  
 97.50

Actual  
 0.00







### Latest Comment

No comments entered for this KPI



### Action Summary

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

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
1.3.1.1 Implement the City of Darwin Digital Strategy	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.1.3.1 Manage and implement Council's asset management for computer hardware and software assets	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
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	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.1.3.5 Manage Council's data security requirements including back-ups, data redundancy and high availability	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%



**Action Details**

**Corporate Services**

**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 lap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Information Technology				

**Linked Related Plan(s):**

**Linked Action Filter(s):**

**Action Progress Comments**

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 - 02/11/2016

**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 lap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Information Technology				

**Linked Related Plan(s):**

**Linked Action Filter(s):**

**Action Progress Comments**

Changes to Systems to support new IT High Availability Plans

Last Updated - 02/11/2016

<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 lap - Manager Information Technology	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Information Technology				

**Linked Related Plan(s):**


**Linked Action Filter(s):**

**Action Progress Comments**

Upgrades to Authority and Ci Anywhere as started.

Last Updated - 02/11/2016



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	25%	25%			
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 - 02/11/2016									





## *City of Darwin* **PREMIUM Performance Report**

*Jul 16 - Sep 16*

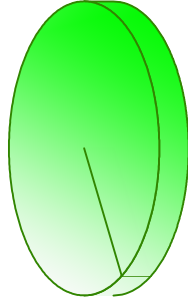
Report Filters:

Service Profile: On and Off Street Car Parking

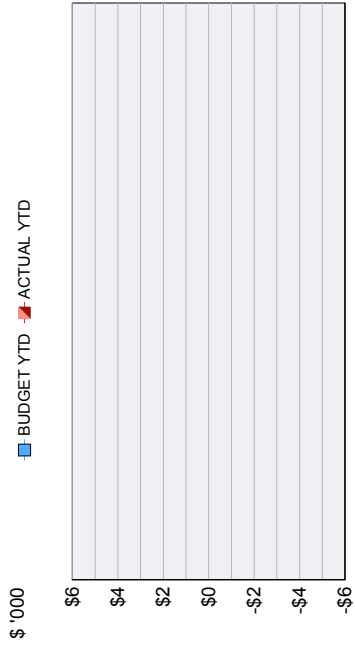
# On and Off Street Car Parking

## 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>



## Financial Summary



### Action Summary

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

Action	Start Date	End Date	Budget Expenditure	Actual Expenditure	% variance
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	\$0.00	\$0.00	0%
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	\$0.00	\$0.00	0%
			\$0.00	\$0.00	0%






## Action Details

**Corporate Services**  
Business Services

**STRATEGY:** 2.1.4 Provide parking facilities to meet community needs



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
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	25%	25%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
On and Off Street Car Parking							

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

**Action Progress Comments**

Council provides a total of 1686 on-street pay and display parking bays across its 3 zones in the CBD. Due to the recent review of the parking zones and the allocation of additional 1/4P parking and disabled bays the number of on-street pay and display parking bays has decreased by 94 bays as follows, Zone A increased by 16 bays, Zone B reduced by 43 bays and Zone C reduced by 67 bays.

There are a total of 2155 off-street parking bays throughout the CBD, of these 497 are reserved car parking bays and 1658 are casual pay and display parking bays. This number has changed from last year due to the cancellation of 123 reserved bays from July 2016. McLachlan Street Car Park now has no reserved parking; all bays are pay and display.

**INFRINGEMENTMENTS**

A total of 8484 infringements were issued in the CBD including Off-Street Car Parks for the period July – September 2016, this figure is up 1382 for the same period last year.

**ON-STREET CAR PARKING**

For the quarter July – September 2016, Council generated a total of \$648,980 for on-street car parking.

Total revenue is up \$15,764 on the previous year's quarter. Zone A increased by \$2,152, Zone B by \$11,635 and Zone C increased by \$1,977.


**OFF-STREET CAR PARKING**

For the quarter July – September 2016, Council generated a total of \$1,170,427 for off-street car parking which is down \$97,584 for the same period last year.

The decline in revenue is mainly due to the large number of reserved bays that were cancelled in July 2016. As a result Council did not receive the twelve month up front prepayment for these bays in July 2016 however casual parking revenue is expected to increase as a consequence, for example Chinatown Car Park casual parking revenue is up \$36,900 compared to the same period last year and overall casual parking is up \$84,680.

Last Updated - 04/11/2016



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	25%	25%	 GREEN
Program Profile		Budget Type		Budget		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							
Last Updated - 04/11/2016							



# ATTACHMENT J



## City of Darwin PREMIUM Performance Report

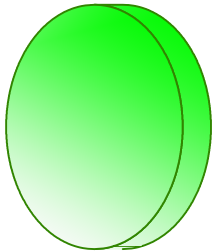
Jul 16 - Sep 16

Report Filters:  
Service Profile: Records & Information Management



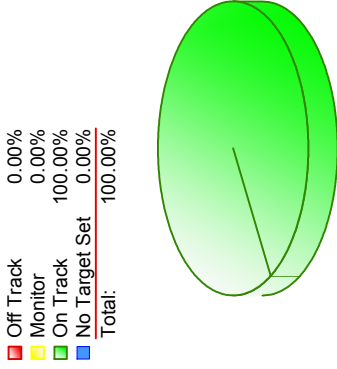
## Records & Information Management

### KPI Status



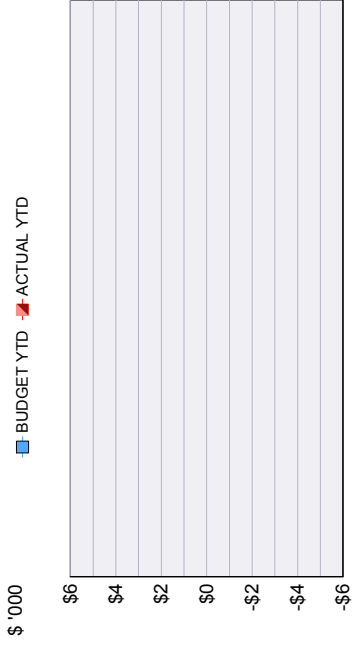
Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 Total: 100.00%

### Action Status



Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 No Target Set 0.00%  
 Total: 100.00%

### Financial Summary



### Summary KPI

**KPI**

Percentage of Freedom of Information requests responded to within required timeframes

Trend Jul 16 - Sep 16

Unit %  
 Target 100.00  
 Actual 100.00









**Latest Comment**









No comments entered for this KPI



### Action Summary

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

 Target  
 % Complete

Action	Start Date	End Date	Progress	Status	Budget Expenditure	Actual Expenditure	% variance
5.3.1.1 Continually implement, review and improve records management services, policies and processes	01/07/2016	30/06/2017			\$0.00	\$0.00	0%
5.3.1.2 Administer and maintain Council's records Keeping System	01/07/2016	30/06/2017			\$0.00	\$0.00	0%
5.3.1.3 Manage Council's requests and compliance relating to Freedom of Information (FOI)	01/07/2016	30/06/2017			\$0.00	\$0.00	0%
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			\$0.00	\$0.00	0%
					\$0.00	\$0.00	0%







## Action Details

## Corporate Services

## Records and Information Management

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
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	25%	25%	 GREEN
<b>Program Profile</b>							
Records & Information Management		Budget	YTD Budget	YTD Actual	YTD Variance		
<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 - 09/11/2016							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.2 Administer and maintain Council's records Keeping System	Karlheins Sohl - Manager Records	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN
<b>Program Profile</b>							
Records & Information Management		Budget	YTD Budget	YTD Actual	YTD Variance		
<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 - 09/11/2016							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
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	25%	25%	 GREEN
<b>Program Profile</b>							
Records & Information Management		Budget	YTD Budget	YTD Actual	YTD Variance		
<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 - 09/11/2016							

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	25%	25%	
Program Profile		Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
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 - 09/11/2016							





# ATTACHMENT K



## *City of Darwin* **PREMIUM Performance Report**

*Jul 16 - Sep 16*

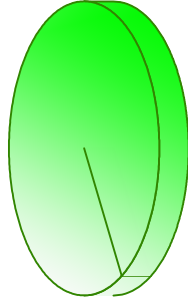
Report Filters:  
Service Profile: Regulatory Services



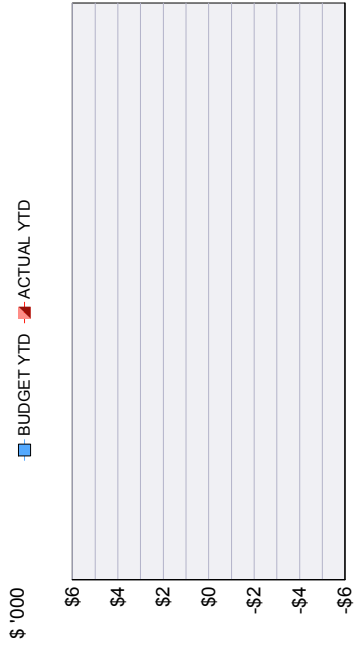
### Regulatory Services

#### 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>



### Financial Summary



### Action Summary

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

Action	Start Date	End Date	Budget Expenditure	Actual Expenditure	% variance
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	\$0.00	\$0.00	0%
1.2.4.3 Manage and implement Council's animal management program	01/07/2016	30/06/2017	\$0.00	\$0.00	0%
1.2.4.4 Educate community about socially responsible pet ownership and By Laws for animal management	01/07/2016	30/06/2017	\$0.00	\$0.00	0%
1.2.5.1 Provide an after-hours emergency call-out service for attacking or dangerous dogs	01/07/2016	30/06/2017	\$0.00	\$0.00	0%
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	\$0.00	\$0.00	0%
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	\$0.00	\$0.00	0%
2.1.4.1 Manage and maintain compliance with Council's On and Off-Street Parking Control Program	01/07/2016	30/06/2017	\$0.00	\$0.00	0%
			\$0.00	\$0.00	0%



## Action Details

## Corporate Services

## 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	25%	25%	 GREEN

## Program Profile

Regulatory Services

## Linked Related Plan(s):

## Linked Action Filter(s):

Last Updated - 09/11/2016

## 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	25%	25%	 GREEN

## Program Profile

Regulatory Services

## Linked Related Plan(s):

## Linked Action Filter(s):

Last Updated - 09/11/2016

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	25%	25%	 GREEN

## Program Profile





Regulatory Services

## Linked Related Plan(s):

## Linked Action Filter(s):

Last Updated - 09/11/2016

## 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	25%	25%	
<b>Program Profile</b>							
Regulatory Services		Budget		YTD Budget		YTD Actual	
<b>YTD Variance</b>							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							
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	25%	25%	
<b>Program Profile</b>							
Regulatory Services		Budget		YTD Budget		YTD Actual	
<b>YTD Variance</b>							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							
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	25%	25%	
<b>Program Profile</b>							
Regulatory Services		Budget		YTD Budget		YTD Actual	
<b>YTD Variance</b>							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							
<b>STRATEGY:</b> 2.1.4 Provide parking facilities to meet community needs							
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	25%	25%	
<b>Program Profile</b>							
Regulatory Services		Budget		YTD Budget		YTD Actual	
<b>YTD Variance</b>							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
Last Updated - 09/11/2016							





**City of Darwin**  
**PREMIUM Performance Report**

*Jul 16 - Sep 16*

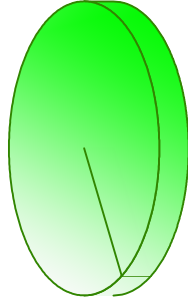
Report Filters:  
Service Profile: Risk, Audit and Safety



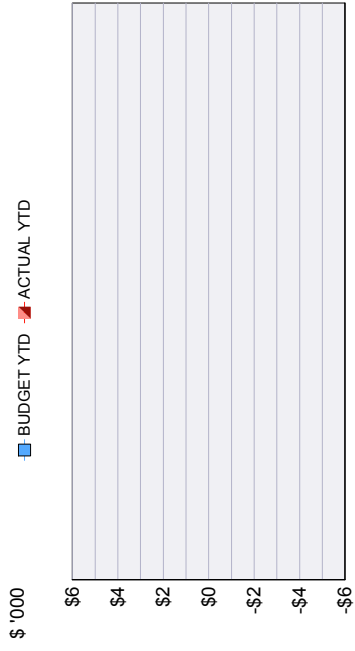
### Risk, Audit and Safety

#### 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>



#### Financial Summary



### Action Summary

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

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
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	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.3.3.2 Implement and manage Council's workplace health and safety management system	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.3.3.4 Implement and manage Council's Internal Audit program	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.3.3.5 Develop, implement and manage Council's Control Self-Assessment Program	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.3.3.6 Develop and maintain Council's Business Continuity Management systems	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
5.3.3.7 Develop and maintain Council's Emergency Response Plans	01/07/2016	30/06/2017	<div style="width: 100%;"><div style="width: 100%; background-color: #add8e6;"></div></div> 100%	\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%






**Action Details**

**Corporate Services**

Office of GM Corporate Services

**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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		

Risk, Audit and Safety

**Linked Related Plan(s):**

**Linked Action Filter(s):**


**Action Progress Comments**

Audit program for 2016/17 approved by Risk Management & Audit Committee in late 2015.

Audit Program for 16/17 50% complete.

Program ahead of schedule.

Last Updated - 16/11/2016

<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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		

Risk, Audit and Safety

**Linked Related Plan(s):**




**Linked Action Filter(s):**

**Action Progress Comments**


Risk Management Framework and all assessments reviewed in July 2016 and presented to Risk Management & Audit Committee.

Last Updated - 16/11/2016



<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	25%	25%	
<b>Program Profile</b>							
Risk, Audit and Safety		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<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 to be presented to Risk Management & Audit Committee October 2016. Now scheduled March 2017.							
Last Updated - 16/11/2016							
<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	25%	25%	
<b>Program Profile</b>							
Risk, Audit and Safety		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<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.							
Currently developing a new version of software which will fully integrate Risk Management, Control Self Assessment, Business Continuity and Incident Management.							
Last Updated - 16/11/2016							
<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	25%	25%	
<b>Program Profile</b>							
Risk, Audit and Safety		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<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.							
Last Updated - 16/11/2016							



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	25%	25%	 GREEN
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 - 16/11/2016							





***City of Darwin***  
***PREMIUM Performance Report***

*Jul 16 - Sep 16*

Report Filters:  
Service Profile: Strategic Services

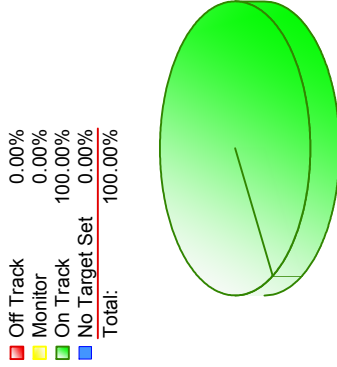


### Strategic Services

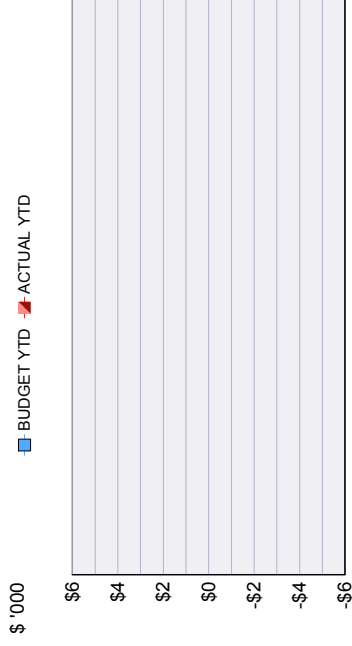
#### KPI Status



#### Action Status



#### Financial Summary



### Summary KPI

**KPI**  
Number of successful grant funding applications

Trend	Unit	Target	Actual
Jul 16 - Sep 16	%	60.00	0.00



**Latest Comment**

This KPI seeks to report on our success rate for grant applications. No applications were made during July to September 2016 due to Federal and Territory Government elections. Funding is becoming available in the 2nd quarter of the year.

Percentage of current term policy review complete in 2016/17

Jul 16 - Sep 16	%	100.00	79.52
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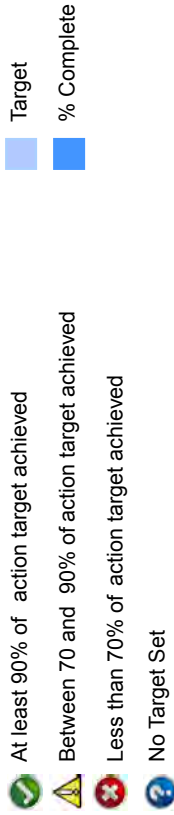


**Latest Comment**

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	Target	% Complete	Budget Expenditure	Actual Expenditure	% variance
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)	01/07/2016	30/06/2017	100%	100%	\$0.00	\$0.00	0%
5.3.1.5 Manage Council's statistical profiles and analysis	01/07/2016	30/06/2017	100%	100%	\$0.00	\$0.00	0%
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%	\$0.00	\$0.00	0%
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%	100%	\$0.00	\$0.00	0%
5.3.3.1 Manage Council's Legislative Compliance Program and Policy Framework	01/07/2016	30/06/2017	100%	100%	\$0.00	\$0.00	0%
					\$0.00	\$0.00	0%




## 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	25%	25%	 GREEN
<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>							
No NACCC Meetings have been held to date following the NT Government Election .							
Advocacy Papers on behalf of TOPROC were developed in response to the Federal and Territory Government Elections . The next meeting is scheduled for 18 November 2016.							
Lord Mayor is the Chair of CCCLM for 2016, support provided as required. The CCCLM AGM was scheduled to be held in Darwin on 13 and 14 October 2016 and CCCLM are scheduling political meetings in Darwin in mid-November 2016.							
Last Updated - 10/11/2016							

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
5.3.1.5 Manage Council's statistical profiles and analysis	Vanessa Green - Manager Strategy & Outcomes	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN
<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>							
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 - 30/09/2016							

**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 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	25%	25%	
<b>Program Profile</b>							
Strategic Services		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<b>Linked Related Plan(s):</b>		<b>Budget Type</b>		<b>YTD Actual</b>		<b>YTD Variance</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. The report is now presented to Council for adoption.							
A workshop is scheduled for early October 2016 to provide feedback on the process for budget and municipal plan development.							
Quarterly Performance Reporting against the Strategic Plan and Municipal Plan has commenced.							
Last Updated - 10/11/2016							
<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	25%	25%	
<b>Program Profile</b>							
Strategic Services		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<b>Linked Related Plan(s):</b>		<b>Budget Type</b>		<b>YTD Actual</b>		<b>YTD Variance</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 multi purpose sports facility at Crisp Street.							
Last Updated - 10/11/2016							
<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	25%	25%	
<b>Program Profile</b>							
Strategic Services		<b>Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
<b>Linked Related Plan(s):</b>		<b>Budget Type</b>		<b>YTD Actual</b>		<b>YTD Variance</b>	
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
There have been 66 (79.5%) of the 83 policies reviewed to date. All policies are to be reviewed during the term of the Council. This is on track to be achieved.							
Last Updated - 10/11/2016							





**City of Darwin**  
**PREMIUM Performance Report**

Jul 16 - Sep 16

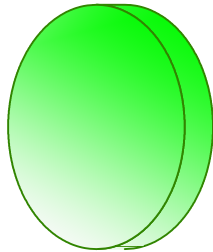
Report Filters:

Service Profile: Office of GM Corporate Services



# Office of GM Corporate Services

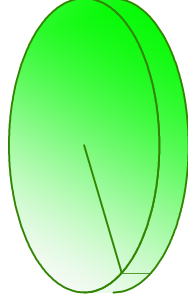
## KPI Status



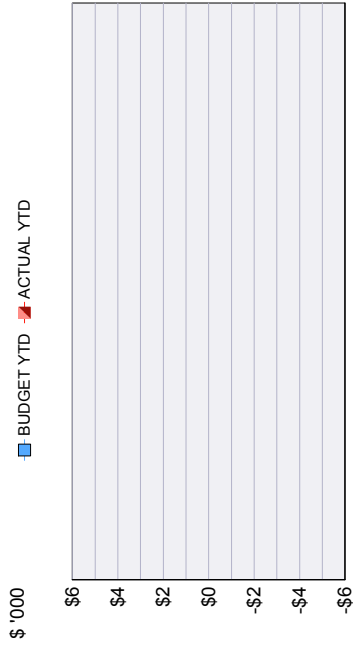
Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 Total: 100.00%

## Action Status

Off Track 0.00%  
 Monitor 0.00%  
 On Track 100.00%  
 No Target Set 0.00%  
 Total: 100.00%



## Financial Summary



## Summary KPI

### KPI

Annual Corporate Services departmental expenditure within approved budget

Trend  
 Jul 16 - Sep 16

Unit %  
 Target 25.00  
 Actual 26.00












### Latest Comment

Year to date expenditure (excluding capital) versus budget.



### Action Summary

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

Action	Start Date	End Date	Progress	Budget Expenditure	Actual Expenditure	% variance
5.3.2.1 Provide strategic and operational leadership to the Corporate Services Department	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.3.2.2 Attend Council and Committee Meetings to represent matters relating to Corporate Services	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
5.3.2.3 Lead implementation of Council plans, policy and decisions which involve Corporate Services	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
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		\$0.00	\$0.00	0%
5.3.2.5 Facilitate and deliver organizational leadership and culture development program	01/07/2016	30/06/2017		\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%



## Action Details

## Corporate Services

Office of GM Corporate Services

**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 Leader - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</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**

Participates in weekly Executive Leadership Team and Project Control Group meetings.

Last Updated - 09/11/2016

<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 Provide strategic and operational leadership to the Corporate Services Department	Diana Leader - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</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**

Carried out on an ongoing basis through leadership and management practices.



Last Updated - 09/11/2016

<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>
5.3.2.5 Facilitate and deliver organizational leadership and culture development program	Diana Leader - General Manager Corporate Services	In Progress	01/07/2016	30/06/2017	25%	25%	 GREEN

<b>Program Profile</b>	<b>Budget Type</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):**

Last Updated - 16/11/2016

<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 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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 09/11/2016							
<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>
5.3.2.3 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	25%	25%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</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 - 09/11/2016							



ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN AGENDA ITEM: 10.2.3

**REGISTER OF ELECTED MEMBERS' PROFESSIONAL DEVELOPMENT  
 FROM JULY TO SEPTEMBER 2016**

REPORT No.: 16TC0075 MB:sv COMMON No.: 315321 DATE: 21/11/2016

**Presenter:** Executive Assistant to the Lord Mayor , Sally Vasey

**Approved:** Executive Manager, Mark Blackburn

**PURPOSE**

The purpose of this report is to present the Register of Elected Members' Professional Development from July to September 2016.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.3 Good governance

**Key Strategies**

5.3.1 Demonstrate good corporate practice and ethical behaviour

**KEY ISSUES**

The attachment provides the details of the Register of Elected Members' Professional Development from July to September 2016.

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0075 MB:sv entitled Register of Elected Members' Professional Development from July to September 2016, be received and noted.

PAGE: 2  
REPORT NUMBER: 16TC0075 MB:sv  
SUBJECT: REGISTER OF ELECTED MEMBERS' PROFESSIONAL DEVELOPMENT  
FROM JULY TO SEPTEMBER 2016

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## **BACKGROUND**

The format of this report is previously approved.

## **DISCUSSION**

Nil

## **CONSULTATION PROCESS**

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

- Accounts Payable Accountant

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

Nil

## **ENVIRONMENTAL IMPLICATIONS**

Nil

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

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

**SALLY VASEY**  
**EXECUTIVE ASSISTANT TO THE**  
**LORD MAYOR**

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

For enquiries, please contact Sally Vasey on 89300517 or email:  
s.vasey@darwin.nt.gov.au.

### **Attachments:**

**Attachment A:** Register of Elected Members' Professional Development From July to September 2016

## Report Professional Development - Elected Members 2016/2017

<b>Elected Member</b>	<b>Expenditure for 2016/2017</b>	<b>Balance Remaining</b>
Lord Mayor Fong Lim 24618	\$0.00	\$3,653.68
Ald Palmer 32711	\$0.00	\$3,653.68
Ald Young 32712	\$0.00	\$3,653.68
Ald Niblock 24610	\$0.00	\$3,653.68
Ald Elix 22543	\$0.00	\$3,653.68
Ald Knox 22544	\$0.00	\$3,653.68
Ald Haslett 24614	\$3,653.68	\$0.00
Justine Glover 31011	\$0.00	\$3,653.68
Ald Lambert 22546	\$0.00	\$3,653.68
Ald Lambrinidis 24612	\$0.00	\$3,653.68
Ald Want de Rowe 24611	\$0.00	\$3,653.68



**ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
YES COMMITTEE/OPEN**

**AGENDA ITEM: 10.2.4**

**REGISTER OF INVITATIONS ACCEPTED AND DECLINED BY THE LORD MAYOR  
AND REPRESENTATIVE FROM JULY TO SEPTEMBER 2016**

**REPORT No.: 16TC0074 MB:sv COMMON No.: 1381402**

**DATE: 21/11/2016**

**Presenter: Executive Assistant to the Lord Mayor, Sally Vasey**

**Approved: Executive Manager, Mark Blackburn**

**PURPOSE**

The purpose of this report is to present the Register of Invitations Accepted and Declined by the Lord Mayor and Representative from July to September 2016.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.3 Good governance

**Key Strategies**

5.3.1 Demonstrate good corporate practice and ethical behaviour

**KEY ISSUES**

- Invitations are declined at times due to conflicting commitments and availability of members.

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0074 MB:sv entitled Register of Invitations Accepted and Declined by the Lord Mayor and Representative from July to September 2016, be received and noted.

PAGE: 2  
REPORT NUMBER: 16TC0074 MB:sv  
SUBJECT: REGISTER OF INVITATIONS ACCEPTED AND DECLINED BY THE LORD  
MAYOR AND REPRESENTATIVE FROM JULY TO SEPTEMBER 2016

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## **BACKGROUND**

Nil

## **DISCUSSION**

Nil

## **CONSULTATION PROCESS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

Nil

## **ENVIRONMENTAL IMPLICATIONS**

Nil

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

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

**SALLY VASEY**  
**EXECUTIVE ASSISTANT TO THE**  
**LORD MAYOR**

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

For enquiries, please contact Sally Vasey on 89300517 or email:  
[s.vasey@darwin.nt.gov.au](mailto:s.vasey@darwin.nt.gov.au)

### **Attachments:**

**Attachment A:** Register of Invitations Accepted and Declined by the Lord Mayor and Representative from July to September 2016

Invitations Accepted by Lord Mayor or Representative during July 2016						
Date	Time	Invited By	Details	Location	Attended By	
01/07/2016	9:45am	Deputy Chief Minister The Honourable Peter Styles MLA	38th Anniversary of Self Government in the Northern Territory followed by an Australian Citizenship Ceremony	Speaker's Green Parliament House	Lord Mayor Katrina Fong Lim	
01/07/2016	10:00am	David King, Community Development Officer Defence Community Organisation	20th Birthday Morning Tea	RAAF Base Officers' Mess	Deputy Lord Mayor Robin Knox	
03/07/2016	6:00pm	Mr Guy Glover Minnow President	37th Australian Minnow Championship 2016 Welcome Barbeque	Darwin Sailing Club	Lord Mayor Katrina Fong Lim	
06/07/2016	05:00am	The Commanding Officer HMAS Darwin Commander Phillip Henry RAN	Join the Captain and Crew for the Entry to Darwin Harbour on-board HMAS Darwin	Meeting at Larrakeyah Barracks and taking Stebber to meet HMAS Darwin at sea	Lord Mayor Katrina Fong Lim	
06/07/2016	10:00am	The Commanding Officer HMAS Darwin Commander Phillip Henry RAN	Morning Tea on the Wharf Adjacent to HMAS Darwin	Fort Hill Wharf	Lord Mayor Katrina Fong Lim	
06/07/2016	3:00pm	Consul of Indonesia to the NT Mr Andre Omer Siregar	Indonesian Feast in Celebration of the completion of Ramadhan	Consul's Residence Gardens Hill Road Gardens Hill	Lord Mayor Katrina Fong Lim	
06/07/2016	5:30pm	The Honourable Peter Chandler Minister for Education	Welcome Reception for the Council Of International Students Australia Conference	Main Hall Parliament House	Deputy Lord Mayor Robin Knox	
07/07/2016	6:30pm	The Commanding Officer HMAS Darwin Commander Phillip Henry RAN	Cocktail Party on-board HMAS Darwin	Fort Hill Wharf	Lord Mayor Katrina Fong Lim	
08/07/2016	9:00am	YMCA Darwin	Opening Ceremony of Youth Parliament	Northern Territory Legislative Assembly Chambers Parliament House	Lord Mayor Katrina Fong Lim	
08/07/2016	5:30pm	Darwin Bowls and Social Club	Completion of the New Covered Green	Darwin Bowls Club 8 Conacher Street Fannie Bay	Alderman Gary Haslett Chair Corporate and Business Development Committee	
08/07/2016	6:00pm	The National NAIDOC Committee	2016 National NAIDOC Awards Ceremony	Darwin Convention Centre	Lord Mayor Katrina Fong Lim	
13/07/2016	11:30am	The Chairman and Board of Darwin Turf Club	Ladies Day	Darwin Turf Club	Lord Mayor Katrina Fong Lim	
17/07/2016	5:00pm	Adjunct Professor Kylie Ward FACN, CEO Australian College of Nursing	Cocktail Function for Fellow, Members and VIP Guests	Double Tree by Hilton 122 The Esplanade	Lord Mayor Katrina Fong Lim	
19/07/2016	9:00am	YMCA	Youth Parliament Official Opening	Northern Territory Legislative Assembly Chambers Parliament House	Lord Mayor Katrina Fong Lim	
19/07/2016	5:00pm	Adjunct Professor Kylie Ward FACN CEO Australian College of Nursing	VIP Function for Fellows, Members and VIP Guests	Double Tree by Hilton Esplanade	Lord Mayor Katrina Fong Lim	
20/07/2016	10:00am	Danila Dilba Health Service	Malak Clinic Opening	Holzerland Park Malak Place	Lord Mayor Katrina Fong Lim	
21/07/2016	7:30pm	Mr Ken Davis AM Chairman and the Board of the Darwin Chorale	The Beatles Performance	Studio Theatre Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim	
22/07/2016	2:00pm	President and Councillors of the Royal Agricultural Society	Official Opening of the 65th Royal Darwin Show and Presidents Reception	Darwin Show Grounds	Lord Mayor Katrina Fong Lim	
27/07/2016	7:00pm	SRA Information Technology Northern Territory	Darwin High School SECRET performance	Darwin High School	Lord Mayor Katrina Fong Lim	
28/07/2016	12:00pm	Women in Thoroughbred Racing	2016 Darwin Cup Carnival Luncheon	Beachside Pavilion SKYCITY Darwin	Lord Mayor Katrina Fong Lim	
29/07/2016	7:15pm	Alan James General Manager Darwin Entertainment Centre	Sydney Dance Company's Performance "CounterMove"	Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim	

29/07/2016	6:00pm	The Chief Minister of the Northern Territory The Honourable Adam Giles MLA	Diamond Jubilee Reception for the 2016 Carlton Mid Darwin Cup	Speakers Green Parliament House	Lord Mayor Katrina Fong Lim
30/07/2016	6:00pm	David Christian General Manager SKYCITY	Qantas Darwin Turf Club Gala Ball	SKYCITY Darwin	Lord Mayor Katrina Fong Lim
<b>Invitations Declined by Lord Mayor or Representative during July 2016</b>					
<b>Date</b>	<b>Time</b>	<b>Invited By</b>	<b>Details</b>	<b>Location</b>	<b>Reason Declined</b>
7-9/7/16	various	Amy Hetherington MusicNT Marketing and Communications	MusicNT 20 Year Celebrations	Various Locations	Lord Mayor Katrina Fong Lim unable to attend due to prior City of Darwin Commitments
08/07/2016	7:30am	Indigenous Business Australia and Indigenous Land Corporation	2016 NAIDOC Week Breakfast Event	Northern Territory Parliament House Dining Room	Lord Mayor Katrina Fong Lim unable to attend due to prior Commitments
08/07/2016	2:00pm	The Judges of the Supreme Court of the Northern Territory	Ceremonial Sitting to Welcome the Honourable Chief Justice Michael Grant Upon Presentation of his Commission as the 7th Chief Justice of the Supreme Court of the Northern Territory	Courtroom 1 Supreme Court Darwin	Lord Mayor Katrina Fong Lim unable to attend due to personal commitment
08/07/2016	4:30pm	YMCA Darwin	Youth Parliament Closing Ceremony	Northern Territory Legislative Assembly Chambers Parliament House	Lord Mayor Katrina Fong Lim unable to attend due to prior Commitments
09/07/2016	6:00pm	Amy Hetherington MusicNT Marketing and Communications	NT Song of the Year Awards	Museum and Art Gallery of the Northern Territory Amphitheatre 19 Conacher Street	Lord Mayor Katrina Fong Lim and Representative unable to attend due to prior commitment
10/07/2016	1030am	Kate Bradbury Variety NT	Variety NT Goanna Park VIP Lunch	Goanna Park Youth Facility Campsite	Lord Mayor Katrina Fong Lim unable to attend due to prior Council Commitments
12/07/2016	5:30pm	The Chief Minister of the Northern Territory The Honourable Adam Giles MLA	2016 Northern Territory Volunteer of the Year Awards	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
13/07/2016	11:30am	General Manager Bridges Toyota	Bridges Toyota's Ladies Day	Darwin Turf Club	Lord Mayor Katrina Fong Lim unable to accept invitation due to prior acceptance to the same event.
16/07/2016	12:00pm	The Board and Committee of Darwin Turf Club	2016 Ladbroke's NT Derby Day	Fannie Bay Race Course	Lord Mayor Katrina Fong Lim unable to attend due to Local Government Commitment
19/07/2016	5:00pm	Luke Bowen General Manager Northern Australia Development Office	Northern Territory Population Forum Series	Michael Long Learning and Leadership Centre	Lord Mayor unable to attend due to prior commitments
20/07/2016	4:30pm	YMCA Darwin	Closing of Youth Parliament	Northern Territory Legislative Assembly Chambers Parliament House	Lord Mayor Katrina Fong Lim and Representatives unable to attend due to Council Workshop
26/07/2016	6:00pm	Tourism NT	Official Opening and Exclusive Preview of the New Bombing of Darwin Harbour & Royal Flying Doctor Tourist Attraction	Stokes Hill Wharf	Lord Mayor Katrina Fong Lim and Representatives unable to attend due to Council Meeting
27/07/2016	1:30pm	Darwin Corporate Park	Darwin Corporate Park Race Day	Darwin Turf Club	Lord Mayor unable to attend due to prior commitments
29/07/2016	3:00pm	Dr Helen Spiers Principal Kormilda College	Ceremony for Chinese Student Study Tour Group	Kormilda College	Lord Mayor Katrina Fong Lim unable to attend due to Citizenship Ceremony at same time.
30/07/2016	12:30pm	The Chairman and Board of the Darwin Turf Club	bet365 Palmerston Sprint Day	Darwin Turf Club	Lord Mayor unable to attend due to prior commitments
<b>Invitations Accepted by Lord Mayor or Representative during August 2016</b>					

Date	Time	Invitee/Company	Function	Venue	Person Attended
01/08/2016	11:00am	The Carlton & United Breweries NT Team	Carlton Mid Darwin Cup Pavilion	Darwin Turf Club	Lord Mayor Katrina Fong Lim
02/08/2016	5:00pm	Luke Bowen General Manager Northern Australia Development Office	Northern Territory Population Summit	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
03/08/2016	6:00pm	Mr Mark Payne Commissioner Department of Correctional Services	Official Opening of the Annual Department of Correctional Services Art Exhibition BEHIND THE WIRE	Fannie Bay Gaol	Lord Mayor Katrina Fong Lim
04/08/2016	5:30pm	Darwin Aboriginal Arts Fair	10th Anniversary Opening of the DAAF	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
04/08/2016	11:00am	Kerry Boswell Manager Family Services Somerville Community Services NT	2016 National Homelessness Week - Everybody Counts Event	Parliament House Lawns	Deputy Lord Mayor Alderman Robin Knox
04/08/2016	5:30pm	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	Reception for the Darwin Festival Santos Opening Night	George Brown Botanical Gardens	Alderman Justine Glover
04/08/2016	6:00pm	The Honourable Peter Styles MLA Deputy Chief Minister and Minister for Asian Engagement and Trade	Reception for the Engaging with Asia Sports Forum	Members and Guest Lounge Parliament House	Deputy Lord Mayor Alderman Robin Knox
04/08/2016	7:30pm	Darwin Festival Manager Emily Mann and Artistic Director Andrew Ross and Fellow Staff	Celebrate Darwin Festival Opening Night and Concert	George Brown Botanical Gardens	Alderman Justine Glover
05/08/2016	4:00pm	Telstra and the Board of the Museum and Art Gallery of the Northern Territory	25th Anniversary of Telstra's sponsorship for this year's NATSIAA Opening Ceremony and announcement of Telstra NATSIAA winners	Amphitheatre Museum and Art Gallery of the Northern Territory	Lord Mayor Katrina Fong Lim
05/08/2016	7:30pm	Emily Mann, General Manager Darwin Festival	Opening Night of LIPPY	Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim
07/08/2016	3:30pm	Darwin International Airport	Alfresco Cocktail Function followed by a Special Performance of LANDED by Tracks Dance as part of the Darwin Festival	Gurambal Walking Trail Rapid Creek	Lord Mayor Katrina Fong Lim
08/08/2016	4:30pm	Darwin International Airport	Official Opening of Darwin International Airport's Catalina Lounge	Darwin International Airport	Lord Mayor Katrina Fong Lim
09/08/2016	2:00pm	Emily Mann, General Manager Darwin Festival	City of Darwin Media Opportunity with the internationally acclaimed Filipino theatre ensemble Sipat Lawin re Gobyerno	Brown's Mart Theatre	Lord Mayor Katrina Fong Lim
10/08/2016	10:30am	Janine Fidock RSPCA Darwin	RSPCA Cupcake Day	The Mall	Lord Mayor Katrina Fong Lim
10/08/2016	2:00pm	Emily Mann, General Manager Darwin Festival	Attend the Exclusive Media Opportunity with Internationally acclaimed Filipino Theatre Ensemble Sipat Lawin - Gobyerno	Brown's Mart Theatre	Lord Mayor Katrina Fong Lim
10/08/2016	6:00pm	Australian Maritime Safety Association (AMSA) Board and Senior Executives	Stakeholder and VIP Reception	Vibe Hotel Shipwreck Bar	Lord Mayor Katrina Fong Lim
12/08/2016	5:30pm	Sudeep Shrestha President NANT Team	Teel Program Celebration	Filipino Community Centre	Lord Mayor Katrina Fong Lim

13/8/20146	9:30am	Dinah Beach Yacht Club, Guy Glover	VIP Vessel for the start of the Darwin - Ambon Yacht Race	Stokes Hill Wharf for Departing	Alderman Justine Glover	
13/08/2016	11:30am	The Senior Australian Defence Force Officer RAAF Base Darwin	Pitch Black Open Day 2016	RAAF Base Darwin	Lord Mayor Katrina Fong Lim	
13/08/2016	5:30pm	His Honour The Honourable John Hardy OAM and Mrs Marie Hardy	Reception to Celebrate the 35th Anniversary of North West Mobile Force	Government House	Lord Mayor Katrina Fong Lim	
15/08/2016	6:30pm	Paul Lyons Inspiring Australia NT Manager	Launch of National Science Week	Museum and Art Gallery Northern Territory Theatre	Lord Mayor Katrina Fong Lim	
18/08/2016	5:00pm	Sue McCallum Secretary Vietnam Veterans Australia Association NT Rural Sub Branch	50th Anniversary of the Battle of Long Tan Commemorated as Vietnam Veterans' Day	Cenotaph Bicentennial Park	Lord Mayor Katrina Fong Lim	
18/08/2016	6:00pm	The Honourable Kezia Purick MLA Speaker of the Legislative Assembly	Reception to Acknowledge the Service of Vietnam Veterans and the Commemorate the Battle of Long Tan	Speaker's Green Parliament House	Lord Mayor Katrina Fong Lim	
27/08/2016	6:30pm	Senior Australian Defence Force Officers of the Northern Territory and the Officers of the Combined Officers Messes	Northern Territory Officer's Ball	SKYCITY Casino	Deputy Lord Mayor Alderman Bob Elix	
31/08/2016	5:40pm	His Honour The Honourable John Hardy OAM and Mrs Marie Hardy	Reception to present the Administrator's 2016 Medal in Primary Health Care	Government House	Alderman Gary Haslett	
<b>Invitations Declined by Lord Mayor or Representative during August 2016</b>						
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Reason</b>	
03/09/2016	10:00am	Michelle Lucas Sanderson Alliance	100 Day Challenge, Kind and Brave, Safe and Cared For - Art Awards	Sanderson NAC Community Village	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments	
04/08/2016	11:40am	Janet Truong, Kormilda College	NAIDOC at Kormilda College	Kormilda College	Lord Mayor unable to attend due to prior commitments	
04/08/2016	5:30pm	The Honourable John Elferink MLA Minister for Health	Reception to present the 2016 Northern Territory Paramedic of the Year Awards	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim and Representatives unable to attend due to multiple events held this evening.	
05/08/2016	7:15pm	Consul of the Republic of Indonesia for the Northern Territory Mr Andre Omer Siregar	Rianto's Opening Night Function	Indonesian Consulate Harry Chan Avenue	Lord Mayor Katrina Fong Lim and Representatives unable to attend due to multiple events held this evening and short notice of invitation	
05/08/2016	5:15pm	Tracks Dance	Open Night of our Darwin Festival Show LANDED	Gurumbai Walking Trail Woodland Loop Darwin International Airport	Lord Mayor Katrina Fong Lim unable to accept invitation as prior acceptance completed to same event.	
05/08/2016	5:30pm	Rosie King President Darwin Roller Girl	Launch of Skate Master Class in Darwin	Marrara Indoor Stadium	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments	
09/08/2016	7:00am	Women in Super	Darwin Breakfast with Rosie Batty Australian of the Year	Darwin Central Hotel	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments	
09/08/2016	5:30pm	Mothers Day Classic Foundation CEO Sharon Morris	Thank you drinks	Darwin Ski Club Conacher Drive Fannie Bay	Lord Mayor Katrina Fong Lim unable to attend due to Council Workshop	
11/08/2016	9:30am	Peter and the Foodbank Team	Foodbank Australia Promotion	The Mall	Lord Mayor Katrina Fong Lim unable to attend due to prior Council Commitment	
11/08/2016	6:00pm	Danielle Jenkins, Hames Shatley	40th Anniversary Celebration Event	Hames Shatley's Darwin Office on the Balcony at the Waterfront	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments	

16/08/2016	4:30pm	The Pharmacy Guild of Australia Northern Territory Branch	Celebrate the Presentation of the NT Finalist Pharmacy Assistant of the Year 2016	The Cavanagh Hotel	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
16/08/2016	5:30pm	Northern Territory Government	Reception for the National Basketball League Illawarra Hawks and Adelaide 36ers	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim and Representatives unable to attend due to Council Meeting
18/08/2016	9:50am	Trevor Read Principal Darwin High School	Year 11 High Achievers Morning Tea	Board Room / Foyer of New Administrative Building	Lord Mayor Katrina Fong Lim unable to attend due to prior Council commitment
19/08/2016	10:00am	Michell McKay Executive Director Australian Regional and Remote Services (ARRCS)	ARRCS Terrace Gardens Aged Care Facility	1 Kettle Street Farrar	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
19/08/2016	5:30pm	Ron Mitchell Multicultural Council Northern Territory (MCNT)	Skills for Work Program Certificate Ceremony	MCNT Centre Malak	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
19/08/2016	6:30pm	Melinda Fleming General Manager Variety - The Children's Charity NT	Welcome the Victoria Variety Bash to Darwin	Mindil Beach	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
22/08/2016	11:00am	National Disability Services NT	National Disability Service Awards	Double Tree by Hilton	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
23/08/2016	5:30pm	Cylie Lavelle National Trust of Australia	Official Opening of The Road Masters House	1 McMinn Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
26/08/2016	6:30am	Leanne Elliott-Holmes Asthma Educator	Breathe Better Breakfast	Across the Road from the City of Darwin Operations Centre	Lord Mayor unable to attend due to prior commitments
26/08/2016	9:00am	Simon Corbell MLA Minister for Environment and Climate Change	Climate Action Roundtable	National Gallery of Australia Canberra	Lord Mayor Katrina Fong Lim unable to attend due to being on leave
29/08/2016	6:00pm	Susan Williams United Nations Australian Northern Territory	The World Humanitarian Day Dinner	Chambers Crescent Malak	Lord Mayor Katrina Fong Lim unable to attend due to being on leave
29/08/2016	6:00pm	Ron Mitchell Multicultural Council Northern Territory (MCNT)	UN World Humanitarian Day Community Dinner	DCA Chambers Crescent Malak	Lord Mayor Katrina Fong Lim unable to attend due to being on leave
<b>Invitations Accepted by Lord Mayor or Representative during September 2016</b>					
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Attended By</b>
03/09/2016	11:30am	Gymnastics Northern Territory	2016 State Championships	Marrara Stadium	Lord Mayor Katrina Fong Lim
03/09/2016	2:30pm	Joanna Egart, Chairperson NTeen Fashion Festival	NTeen Fashion Festival	Casuarina Senior College	Lord Mayor Katrina Fong Lim
03/09/2016	7:30pm	Darwin Symphony Orchestra	Darwin Symphony Orchestra Master Series 2 The Diva and the Bard performance	Darwin Convention Centre	Acting Lord Mayor Bob Elix
06/09/2016	7:30am	NAPCAN	National Child Protection Week 2016 Annual Breakfast - NT	Oaks Elan Darwin - 31 Woods Street Darwin City	Lord Mayor Katrina Fong Lim
08/09/2016	9:00am	Commander John Navin ADC RAN Commanding Officer HMAS Coonawarra	Navy Divisions	HMAS Coonawarra	Lord Mayor Katrina Fong Lim
16/09/2016	6:00pm	Engineers Australia Northern Awards	Celebrate Excellence in Engineering	Schweppes Pavilion Darwin Turf Club Fannie Bay	Deputy Lord Mayor Bob Elix

12/09/2016	7:00pm	The Commander Australian Fleet Rear Admiral Stuart Mayer CSC and Bar RAN	Exercise KAKADU 2016 Official Reception	HMAS Adelaide, Fort Hill Wharf	Lord Mayor Katrina Fong Lim
14/09/2016	8:30am	Commander Kuniaki Orito, CO JS FUYUZUKI (DD118)	Commemoration WWII naval / seagoing personnel and I-124 Submarine Crew	JS FUYUZUKI (anchored off the coast of Darwin) meet at Fort Hill Wharf at 8:30am	Deputy Lord Mayor Bob Elix
14/09/2016	4:00pm	The Australian Army	Cocktail Reception in honour of the visit to Australia by General Robert B Neller and Mrs D'Arcy Neller	Anchor Area Darwin Sailing Club	Lord Mayor Katrina Fong Lim
14/09/2016	5:00pm	LCDR Gavin Dawe OAM RAN, Commanding Officer STS <i>Young Endeavour</i> , and Mr Marshall Baillieu, Chairman of the Young Endeavour Advisory Board	STS <i>Young Endeavour</i> Twilight Sail	Embarking from HMAS Coonawarra Larrakeyah	Alderman Robin Knox, Chair Community and Cultural Services Standing Committee
15/09/2016	5:15pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	Australian Citizenship Ceremony on the 67th Anniversary of Australian Citizenship	Government House	Deputy Lord Mayor Bob Elix
16/09/2016	5:30pm	Kathy Sadler CEO Cancer Council NT	Relay for Life Opening Ceremony	Gardens Oval The Gardens	Lord Mayor Katrina Fong Lim
19/09/2016	5:30pm	The Essington International Senior College CDU	Stage 2 Dance External Performance Examination BETWIXT	Browns Mart Theatre	Lord Mayor Katrina Fong Lim
20/09/2016	9:30am	Josh Griffin Awards Manager Northern Territory Young Achiever Awards	Launch of awards nominations open	TIO Office 24 Mitchell Street Darwin	Lord Mayor Katrina Fong Lim
21/09/2016	9:30am	Helen Taylor CEO School Sport NT	School Sport NT 10 - 19 Year Old School Sport Swimming Championships	Casuarina Pool	Lord Mayor Katrina Fong Lim
24/09/2016	5:00pm	Alice Body General Manager Deckchair	Inaugural Capricornia Film Awards	Deckchair Cinema	Lord Mayor Katrina Fong Lim
25/09/2016	9:00am	Jill Dowd, Water Safety Unit Manager Royal Life Saving Society NT Branch	Splashfest	Darwin Waterfront	Lord Mayor Katrina Fong Lim
25/09/2016	11:30am	Professor Simon Maddocks Vice-Chancellor and President of Charles Darwin University	2016 International Confucius Institute Day	University Theatre Casuarina Campus	Lord Mayor Katrina Fong Lim
26/09/2016	4:30pm	Sonya Smith Senior Administration Coordinator NT	Official Opening of the Red Cross New Darwin Head Office	Level 1, CASCOM 13 Scaturchio Street Casuarina	Lord Mayor Katrina Fong Lim
28/09/2016	7:00pm	Browns Mart Theatre	Opening Night "Bouncers" production	Browns Mart Theatre	Lord Mayor Katrina Fong Lim
29/09/2016	9:45am	The Commissioner of the Northern Territory Police Force, Mr Reece Kershaw APM	Darwin Ecumenical Service for National Police Remembrance Day 2016	St Mary's Star of the Sea Cathedral	Lord Mayor Katrina Fong Lim
29/09/2016	12:00	The Chairperson of the Northern Territory Policy Legacy Mr Michael Murphy	2016 Brolga Room Novotel Darwin Atrium	100 The Esplanade Darwin	Lord Mayor Katrina Fong Lim
30/09/2016	2:00pm	All Carpenter Territory Child Care Group	Territory Child Care Group Grand Opening	10 Mel Road Berrimah	Lord Mayor Katrina Fong Lim
30/09/2016	7:00pm	PRIDE WEEK Committee	VIP and Canapés prior to Performance Lashes and Lipstick	Qbar on The Avenue	Lord Mayor Katrina Fong Lim
<b>Invitations Declined by Lord Mayor or Representative during September 2016</b>					
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Reason</b>



01/09/2016	from 7:30p	Kerrin Schallmeiner Marketing & Development Manager Browns Mart Theatre	RICE - a weekend of Cultural Performances and Asian Food Sale	Browns Mart Theatre	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
1-3 September	during the	Helen Taylor CEO School Sport NT	Attend the School Sports NT and Athletics NT Combined Championships - presentation of medals	Arafura Stadium Murrara	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
01/09/2016	6:00pm	The Government of the Northern Territory	Reception for the 2016 Red Centrenats	Courtyard Alice Springs Convention Centre	Acting Lord Mayor Bob Elix unable to attend due to commitments in Darwin.
02/09/2016	5:30pm	Total Recreation	Celebrating 25 Years of Service	Burnett House, 4 Burnett Place Larrakeyah NT	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
03/09/2016	11:30am	Caitlin, Program Coordinator Gymnastics Northern Territory	Participate as Judge for "Gym for All" competition.	Murrara Indoor Stadium	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
03/09/2016	2:45pm	Joanna Egart, NT Teen Fashion Festival	NT Teen Fashion Festival	Casuarina Senior College	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
03/9 and 04/9	all day eve	Filipino Australian Association of the Northern Territory (FAANT)	Attend the Barrio Fiesta 2016, Celebrating the Events 20th Anniversary	Filipino Community Centre Murrara	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
09/09/2016	5:30pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	Investiture	Government House	Lord Mayor Katrina Fong Lim unable to attend due to illness Representative unable to attend due to prior commitments
10/09/2016	6:30pm	Caitlin Temple NT Training Department of Business	2016 NT Training Awards Gala Dinner	Darwin Convention Centre	Lord Mayor Katrina Fong Lim unable to attend due to illness
10/09/2016	6:00pm	Lord Mayor of Hobart Alderman Sue Hickey	Gala Ball for the 150th Anniversary of the Hobart Town Hall	Town Hall Hobart	Lord Mayor Katrina Fong Lim unable to attend due to commitments in Darwin.
12/09/2016	10:30am	Dr Helen Spiers Principal Kormilda College	Farewell Ambon Students who were attending Kormilda College as part of the Sister City Agreement with Ambon and Darwin Cities.	Kormilda College	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
13/09/2016	6:00pm	The Chief Minister of the Northern Territory the Honourable Michael Gunner MLA	Reception for 2016 NT Resources Week	Main Hall Parliament House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to Council Meeting
15/09/2016	6:00pm	Jo Burstson and Linda Reaves	Launch of Rare Birds Event Program	Deloitte Head Office Mitchell Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
15/09/2016	6:00pm	Alice Body General Manager Deckchair Cinema	DIFF 2016 Opening Night	Deckchair Cinema	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
16/09/2016	6:00pm	Australian indigenous Leadership	Dual Certificate Graduation in Darwin	Trailer Boat Club	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
17/09/2016	6:00pm	Department of Sport and Recreation Northern Territory	Eat with the Elite Athletes taking part in the Mitchell Street Mile	Hilton Hotel Mitchell Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to illness
17/09/2016	6:00pm	Sudeep Shrestha, Present Nepalese Association Northern Territory	Nepalese Dashain Festival 2073 Celebration	Filipino Community Centre Murrara	Lord Mayor Katrina Fong Lim unable to attend due to illness
18/09/2016	3:00pm	Department of Sport and Recreation Northern Territory	VIP Area for the Mitchell Street Mile	Hilton Hotel Mitchell Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to illness

18/09/2016	4:45pm	John Bowden, President Athletics NT	VIP Judge for the Fancy Dress Run of the Mitchell Street Mile	Hilton Hotel Mitchell Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to illness
17/09/2016	Full day Event	Mr Barry Salter Event Coordinator 2016 National NLCCA Forum (National Liaison Council for Chinese Australians Inc.)	Invitation to attend the 2016 National NLCCA forum	Adelaide	Lord Mayor unable to attend due to commitments in Darwin
22/09/2016	10:00am	Damien Robinson, Radio Rentals Store Manager Maryborough	Official Opening of the New Modern Radio Rentals store in the Casuarina Square	Casuarina Shopping Centre next to Jamaica Blue	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
27/09/2016	9:30am	Professor Jean Palutikof, Director National Climate Change Adaption Research Facility	Workshop CoastAdapt	The Vibe Hotel Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments

**Numbers of Other Commitments for the Lord Mayor and her Representative for July to September 2016**

34	Internal Meetings
26	External Meetings
10	Council Meetings and Workshops
12	Council Committee Meetings
2	City of Darwin Events attended by the Lord Mayor
6	Events Hosted by the Lord Mayor including Citizenship Ceremonies
5	Visiting Dignitaries and Courtesy Visits
7	Federal/Territory/Local Government Committee Meetings
38	Media Commitments
	Conferences attended by the Lord Mayor

## OPEN SECTION

CEDC11/9

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

### 11. INFORMATION ITEMS

#### 11.1 Risk Management & Audit Committee Meeting Minutes - 28 October 2016

*The item is **Attachment A**.*

THAT the incoming draft Risk Management & Audit Committee Meeting Minutes - 28 October 2016 be received and noted.



# OPEN SECTION

# ATTACHMENT A

RMAC10/1

## CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 28 OCTOBER 2016 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chairman); Member R Want De Rowe; Mr Craig Spencer.

OFFICERS: Acting Chief Executive Officer, Dr Diana Leeder; Team Coordinator Risk Audit & Safety, Mr Tony Simons; Executive Assistant Corporate Services, Ms Jessica Eves; Executive Assistant Corporate Services, Ms Julie Gordon.

GUESTS: Finance Manager, Mr Miles Craighead and Management Accountant, Ms Irene Frazis were in attendance until 11.30am; Manager Strategy and Outcomes, Ms Vanessa Green was in attendance for Items 10.3 and 10.4; Manager IT, Mr Richard Iap, was in attendance for Item 10.6.

MunLi Chee and Candice Thomson from Merit Partners were in attendance from 10:00am to brief the Committee on 2015/2016 Financial Statements.

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## OPEN SECTION

RMAC10/2

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# OPEN SECTION

RMAC10/3

## Risk Management & Audit Committee Meeting – Friday, 28 October 2016

### 1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9.40 a.m.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

#### 2.1 Apologies

(Spencer/Want de Rowe)

THAT the apology from Member G J Haslett be received.

THAT the apology from Chief Executive Officer, Brendan Dowd be received.

DECISION NO.21\4971 (28/10/16) Carried

#### 2.2 Leave of Absence Granted

(Spencer/Want de Rowe)

THAT it be noted Member M Palmer is an apology due to a Leave of Absence previously granted on 27 September 2016, for the period 21 October 2016 to 1 November 2016.

DECISION NO.21\4972 (28/10/16) Carried

### 3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

Nil

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

Common No. 2752228

Nil

## OPEN SECTION

RMAC10/4

### Risk Management & Audit Committee Meeting – Friday, 28 October 2016

#### 5. **CONFIDENTIAL ITEMS**

Common No. 1944604

Nil

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

(Spencer/Want de Rowe)

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, 28 October 2016 be received and considered individually.

DECISION NO.21\4973 (28/10/16)

Carried

#### 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, 26 August 2016, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\4974 (28/10/16)

Carried

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

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

Nil

## OPEN SECTION

RMAC10/5

### Risk Management & Audit Committee Meeting – Friday, 28 October 2016

#### 9. DEPUTATIONS AND BRIEFINGS

##### 9.1 **2015/2016 Financial Statements**

Common No. 2251082

*MunLi Chee and Candice Thomson from Merit Partners were in attendance from 10:00am to brief the Committee on 2015/2016 Financial Statements.*

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the presentation from MunLi Chee and Candice Thomson, in relation to the Audit Closing Report as at and for the year ended 30 June 2016, be received and noted.

DECISION NO.21\4975 (28/10/16)

Carried

#### 10. OFFICERS REPORTS

##### 10.1 **Investing Reviews**

Report No. 16A0122 MC:je (28/10/16) Common No.3236868

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0121 MC:je entitled Investing Reviews, be received and noted.
- B. THAT issues 146.1 and 146.3 in the Outstanding Audit Issues Register be designated complete.

DECISION NO.21\4976 (28/10/16)

Carried

ACTION: EA TO GM CORP  
NOTE: GM CORP



## OPEN SECTION

RMAC10/6

Risk Management & Audit Committee Meeting – Friday, 28 October 2016

### 10.2 Audited Financial Statements For The Year Ended 30 June 2016

Report No. 16A0122 MC:je (28/10/16) Common No. 2251082

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0122 MC:je entitled Audited Financial Statements for the Year Ended 30 June 2016, be received and noted.
- B. THAT the draft Financial Statements for the year ended 30 June 2016 are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presentation to Council.
- C. THAT the draft Finance Overview on the Financial Statements be endorsed for inclusion in the Annual Report, subject to the Committee's feedback to the Finance Manager about content of the Financial Overview.
- D. THAT the management responses to audit observations, which were identified as low risk, be noted.
- E. THAT the Committee congratulates the management team for the timely and professional preparation of the annual financial statements, resulting in an unqualified audit opinion.

DECISION NO.21\4977 (28/10/16)

Carried

ACTION: FINANCE MANAGER  
ACTION: PART B MANAGER STRAT  
NOTE: GM CORP

## OPEN SECTION

RMAC10/7

### Risk Management & Audit Committee Meeting – Friday, 28 October 2016

#### **10.3 Draft City of Darwin Annual Report 2015/16**

Report No. 16TC0066 VG:ph (28/10/16) Common No. 3141841

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0066 VG:ph entitled Draft City of Darwin Annual Report 2015/16, be received and noted.
- B. THAT the Committee's feedback about format and content, and that the Committee's appreciation of the level of detail and manner of presentation of the key performance information also be noted.

DECISION NO.21\4978 (28/10/16)

Carried

NOTE: MANAGER STRAT

#### **10.4 Outstanding Audit Issue No. 140 – Strategic Performance Framework – Final Report**

Report No. 16TC0067 VG:ph (28/10/16) Common No. 1230662

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0067 VG:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework - Final Report, be received and noted.
- B. THAT Outstanding Audit Issue No. 140 - Strategic Performance Framework Item 4.1 be moved to the Completed Audit Issues Register.

DECISION NO.21\4979 (28/10/16)

Carried

ACTION: EA TO GM CORP  
NOTE: GM CORP

## OPEN SECTION

RMAC10/8

Risk Management & Audit Committee Meeting – Friday, 28 October 2016

### 10.5 Fines & Infringements Processing Systems – Internal Audit Report

Report No. 16A0105 SG:je (28/10/16) Common No. 3304380

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0105 SG:je entitled Fines & Infringements Processing Systems - Internal Audit Report, be received and noted.
- B. THAT recommendations ranked as "high priority" (4.1 & 4.2) as identified within Report Number 16A0105 SG:je entitled Fines & Infringements Processing Systems - Internal Audit Report be transferred to the Outstanding Audit Issues Register.
- C. THAT the recommendations ranked as "medium" and "low" priority in **Attachments A** to Report Number 16A0105 SG:je entitled Fines & Infringements Processing Systems - Internal Audit Report be addressed by management.

DECISION NO.21\4980 (28/10/16)

Carried

ACTION: PART B EA TO GM CORP  
ACTION: MANAGER REG SERVICES  
ACTION: GM CORP

## OPEN SECTION

RMAC10/9

### Risk Management & Audit Committee Meeting – Friday, 28 October 2016

#### 10.6 IT Security Internal Audit

Report No. 16A0123 RI:je (28/10/16) Common No. 1437519

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0123 RI:je entitled IT Security Internal Audit, be received and noted.
- B. THAT recommendations ranked as "high priority" (items 1 to 7) outlined within the executive summary in **Attachment A** to Report Number 16A0123 RI:je entitled IT Security Internal Audit be transferred to the Outstanding Audit Issues Register, including dates that identify a more staged approach to completion of the actions.
- C. THAT the recommendations ranked as "medium" and "low" priority (items 8 to 13) outlined within the executive summary in **Attachment A** to Report Number 16A0123 RI:je entitled IT Security Internal Audit be addressed by management.

DECISION NO.21\4981 (28/10/16)

Carried

ACTION: PART B EA TO GM CORP  
ACTION: PART C MANAGER IT  
ACTION: PART C GM CORP

#### 11. INFORMATION ITEMS

##### 11.1 Outstanding Audit Issues Register

Common No. 422690

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

- A. THAT the Outstanding Audit Issues Register be received and noted.
- B. THAT the completion date for Item 148 be amended to March 2017.

DECISION NO.21\4982 (28/10/16)

Carried

ACTION: COORDINATOR RISK  
ACTION: EA TO GM CORP

## OPEN SECTION

RMAC10/10

### Risk Management & Audit Committee Meeting – Friday, 28 October 2016

#### 12. GENERAL BUSINESS

##### 12.1 Meeting Dates for 2017

Common No. 2659589

(Spencer/Want de Rowe)

COMMITTEE'S DECISION

THAT the committee resolve under delegated authority:-

THAT the following dates be set for the Risk Management & Audit Committee meetings in 2017:

- Friday, 31 March 2017
- Friday, 26 May 2017
- Friday, 07 July 2017
- Friday, 27 October 2017

DECISION NO.21\4983 (28/10/16)

Carried

ACTION: COMMITTEE ADMIN  
ACTION: EA TO GM CORP

#### 13. CLOSURE OF MEETING

(Spencer/Want de Rowe)

The meeting closed at 12.25 pm.

**IAIN SUMMERS (CHAIRMAN) –  
RISK MANAGEMENT & AUDIT  
COMMITTEE MEETING – FRIDAY,  
28 OCTOBER 2016**

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# OPEN SECTION

RMAC10/11

Risk Management & Audit Committee Meeting – Friday, 28 October 2016

**Confirmed On:** *Friday, 31 March 2017*

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

DRAFT

# OPEN SECTION

CEDC11/10

Corporate & Economic Development Committee Meeting – Monday, 21 November 2016

## 12. GENERAL BUSINESS

