

# **Business Papers**

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

Monday, 19 September 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 Meeting Room 1, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Monday, 19 September 2016, commencing at 5.30 pm.

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

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

Office Use Only

Placed on Public Notice Board: \_\_\_\_\_

Removed from Public Notice Board: \_\_\_\_\_

# OPEN SECTION

CEDC09/1

## CITY OF DARWIN

### CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE

#### MONDAY, 19 SEPTEMBER 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; Acting General Manager Corporate Services, Mr L Carroll; Finance Manager, Mr M Craighead; 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

CEDC09/2

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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

CEDC09/3

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# OPEN SECTION

CEDC09/4

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

1. **MEETING DECLARED OPEN**
  
2. **APOLOGIES AND LEAVE OF ABSENCE**  
Common No. 2695036

- 2.1 **Apologies**

- 2.2 **Leave of Absence Granted**

THAT it be noted Member M Palmer is an apology due to a Leave of Absence previously granted on 13 September 2016, for the period 14 to 21 September 2016.

3. **ELECTRONIC MEETING ATTENDANCE**  
Common No. 2221528
  
4. **DECLARATION OF INTEREST OF MEMBERS AND STAFF**  
Common No. 2752228

  - 4.1 **Declaration of Interest by Members**
  
  - 4.2 **Declaration of Interest by Staff**

# OPEN SECTION

CEDC09/5

Corporate & Economic Development Committee Meeting – Monday, 19 September 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>
C17.2.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person
C17.2.2	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, 19 September 2016 be received and considered individually.

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

THAT the Committee resolve that the minutes of the previous Corporate & Economic Development Committee Meeting held on Monday, 22 August 2016, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

# OPEN SECTION

CEDC09/6

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

**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

CEDC09/7

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

## 10.1 OFFICERS REPORTS (ACTION REQUIRED)

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN

AGENDA ITEM: 10.1.1

**REVIEW OF CITY OF DARWIN POLICY NO. 033 - PRIVACY**

REPORT No.: 16A0085 DL:je

COMMON No.: 2118367

DATE: 19/09/2016

**Presenter:** Records Manager, Karlheins Sohl

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

**PURPOSE**

The purpose of this report is to review City of Darwin Policy No. 033 - Privacy.

**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 policy is overdue for review.
- No major changes have been identified.
- The policy is currently missing Council's standardised privacy statement and this has been added.

PAGE: 2  
 REPORT NUMBER: 16A0085 DL:je  
 SUBJECT: REVIEW OF CITY OF DARWIN POLICY NO. 033 - PRIVACY

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0085 DL:je entitled Review of City of Darwin Policy No. 033 - Privacy, be received and noted.
- B. THAT Council rescind Policy No. 033 - Privacy at **Attachment A** to Report Number 16A0085 DL:je entitled Review of City of Darwin Policy No. 033 - Privacy.
- C. THAT Council adopt the amended Policy No. 033 - Privacy at **Attachment B** to Report Number 16A0085 DL:je entitled Review of City of Darwin Policy No. 033 - Privacy.

## **BACKGROUND**

The policy was last reviewed and endorsed on 23 February 2010 with a four year review cycle. It is now due for review and re-endorsement.

Council's commitment to the 'Evolving Darwin Towards 2020' Strategic Plan as well as its legislative requirements necessitates the existence and endorsement of this policy to ensure that Council has the appropriate authority and resources it needs to meet its information privacy responsibilities.

## **DISCUSSION**

To help ensure that Council is collecting personal information consistently in line with its privacy policy and its legislative requirements, it is important that Council's privacy statement is standardised and clearly articulated in the policy itself.

Having Council's privacy statement directly in its privacy policy will provide a clear source of truth for this important statement and help minimise any ambiguity around it. This is important because Council's privacy statement is reproduced in various procedures, forms, templates and web pages that the general public use on a daily basis.

## **CONSULTATION PROCESS**

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

- Team Coordinator Risk, Audit and Safety

No public consultation is required as the amendments are administrative in nature.

## **POLICY IMPLICATIONS**

While some minor additions have been made to the policy, none of these change the provisions and measures the policy has already put in place within Council.

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REPORT NUMBER: 16A0085 DL:je  
SUBJECT: REVIEW OF CITY OF DARWIN POLICY NO. 033 - PRIVACY

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### **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.

**KARLHEINS SOHL**  
**RECORDS MANAGER**

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

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

#### **Attachments:**

**Attachment A:** Current Version of City of Darwin Policy No. 033 - Privacy

**Attachment B:** Revised Version of City of Darwin Policy No. 033 - Privacy

Title: *Privacy Policy*  
Policy No: *033*  
Adopted By: *Council*  
Next Review Date: *23/02/2014*  
Responsibility: *Chief Executive Officer*  
Document Number: 2118367

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2			
3			
4			

## 1 Policy Summary

This privacy policy contains the principles by which Council manages personal information it collects. It is part of the framework put in place by the Council to protect the privacy of personal information in accordance with the Information Privacy Principles set out in the *Information Act* (NT) ("the Act").

## 2 Policy Objectives

Compliance with statutory requirements of the *Local Government Act* and the principles set out in the *Information Act* for the privacy of personal information.

## 3 Background

City of Darwin collects, and uses, personal information about individuals to enable it to carry out its functions under the *Local Government Act*. Under certain circumstances it may disclose this information to third parties. It also has responsibility to keep information securely so as to protect the privacy of individuals. Sub-Section 130(3) of the *Local Government Act* requires the Council to adopt a 'Privacy ' Policy.

## 4 Policy Statement

City of Darwin has adopted the following statement in accordance with its responsibilities under the Information Act:

“City of Darwin ("the Council") is committed to protecting your privacy. We understand that it is important to protect your personal information”.

This Policy contains the key principles for management of the personal information it collects from you. The policy aims to protect the privacy of your personal information in accordance with the Information Privacy Principles set out in the *Information Act* (NT) ("the Act").

### **Personal Information**

Personal information is defined as “Council information from which a person’s identity is apparent or is reasonably able to be ascertained.”

### **Collection**

- The Council collects the personal information that it needs to carry out its functions and activities, including its statutory functions under the *Local Government Act*.
- The Council may also collate statistical information from the personal information it collects. This information may be used by Council and other government bodies to assist in the provision of appropriate services and facilities. Once this kind of information is collected, it will be de-identified so that any compilation or publication of those statistics will not reveal your identity.
- The Council may collect your personal information in a number of ways, including:
  - directly from you in documents such as application forms, statutory declarations, or by verbal or written correspondence; and
  - from third parties such as government bodies.

### **Use and Disclosure**

The Council may use your personal information in a number of ways, including:

- to carry out the Council's functions, such as the maintenance of the assessment record (rates) and other records of a municipal nature.
- to provide you with information about the Council’s services.
- to determine and provide appropriate services and facilities.
- to administer and manage processes such as applications for permits, animal ownership, billing and collection of levies and charges, parking controls, and development proposals.
- to administer and make enquiries on personnel and recruitment matters.

The Council will take reasonable steps to ensure that your personal information is not disclosed to third parties except in certain circumstances, including where:

- you have consented to the release.
- the Council is authorised or required by law or regulatory requirements to disclose the information to, for example, a law enforcement agency.
- the information is disclosed in accordance with section 152(4) of the *Local Government Act*, which requires Council to make the assessment record available for inspection by any member of the public. The assessment record includes rate payer information such as the name and address of the owner or principal ratepayer, a brief description of the land, its assessed value and the use of the land if subject to a differential rate.
- the information is provided to a third party which provides services to the Council, in which case the Council will endeavour to ensure that the service provider agrees to preserve the confidentiality of your personal information.
- the circumstances where the Council is not prohibited from disclosing the information, as described in the Act.

Where possible, we will inform you, at or before the time of collecting your personal information, of the third parties that we intend to disclose your personal information to.

Prior to disclosing any of your personal information, we will take all reasonable steps to satisfy ourselves that the third party is committed to protecting your personal information and you have consented to us doing so.

### **Security of Information**

The Council will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Your personal information is stored in a secure place in the Council department or section that uses that information. Your personal information may also be stored by the Council in electronic form, which is protected from unauthorised access by a password system. Council staff have access to your personal information only to the extent that is required for them to carry out their duties.

### **Access to Your Information**

If you make a written request to us for access to the personal information the Council holds about you, the Council will provide you with access to that information, unless there is an applicable exception under the IPPs.

We may charge you a reasonable fee for providing you with access to the information.

### **Publicly Available Material**

The following documents are available on Council's website and for inspection at Council offices, during normal office hours, in accordance with section 200 of the *Local Government Act*:

- notices and minutes of meetings of the Council;
- annual financial statement and annual report;
- auditor's report;
- policy concerning the payment of expenses incurred by, and the provision of facilities to Members;
- Council's code of conduct;
- register of Elected Members' interests;
- an approved rating proposal;
- notice of the declaration of rate and charges;
- any notices of Council's:
  - intention to sell land for non-payment of rates,
  - assumption of the control and management of land, or
  - application for a variation of a trust and any order made on the application;
- register of by-laws and any notices of by-laws the Council intend to make;
- list of the categories of reviewable decisions
- draft and final regional management plan, and
- Council's draft and final municipal plan

The following documents are also available on Council's website and for inspection at Council offices, during normal office hours:

- Agendas for meetings of the Council.

The Council will also provide a copy of a document upon request, and may charge a fee for doing so.

A person may apply in writing to the Chief Executive Officer for the suppression of personal details from publicly available material under section 201 of the *Local Government Act*.

### **Accuracy of Information and Privacy Complaints**

It is important to the conduct of our business that the personal information we collect, use or disclose is and remains accurate, complete and up to date. If you wish to access or change your personal information, or to lodge a complaint about an interference with your privacy, or you have any query on how your personal information is collected or handled, please contact our Information Officer:



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Information Officer - City of Darwin  
GPO Box 84 - DARWIN NT 0801  
Telephone: (08) 8930 0300  
Facsimile: (08) 8930 0311  
Email: [dcc@darwin.nt.gov.au](mailto:dcc@darwin.nt.gov.au)

## 5 Legislation, terminology and references

Sub Section 130(3) of the *Local Government Act* provides that ‘a council must have a privacy policy protecting members and staff of the Council from undue intrusion into their private affairs’.

The *Information Act* applies to City of Darwin which is obliged to comply with the legislative requirements and, in particular, the Information Privacy Principles set out in the Act.

Personal information for the purpose of this Policy is defined as ‘Council information from which a person’s identity is apparent or is reasonably able to be ascertained.’

Title: *Privacy Policy*  
 Policy No: *033*  
 Adopted By: *Council*  
 Next Review Date: *19/09/2016*  
 Responsibility: *Chief Executive Officer*  
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## 2 Policy Objectives

Compliance with statutory requirements of the *Local Government Act* and the principles set out in the *Information Act* for the privacy of personal information.

## 3 Background

Sub-Section 130(3) of the *Local Government Act* requires the Council to adopt a 'Privacy' Policy.

Council collects, and uses, personal information about individuals to enable it to carry out its functions under the *Local Government Act*.

Under certain circumstances Council may disclose this information to third parties.

# policy

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Council also has the responsibility to keep information secure so as to protect the privacy of individuals.

## 4 Policy Statement

City of Darwin has adopted the following statement in accordance with its responsibilities under the Information Act:

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- to determine and provide appropriate services and facilities.
- to administer and manage processes such as applications for permits, animal ownership, billing and collection of levies and charges, parking controls, and development proposals.
- to administer and make enquiries on personnel and recruitment matters.

# policy

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- the information is provided to a third party which provides services to the Council, in which case the Council will endeavour to ensure that the service provider agrees to preserve the confidentiality of your personal information;
- the circumstances where the Council is not prohibited from disclosing the information, as described in the Act.

Where possible, we will inform you, at or before the time of collecting your personal information, of the third parties to whom we intend to disclose your personal information.

Prior to disclosing any of your personal information, we will take all reasonable steps to satisfy ourselves that the third party is committed to protecting your personal information and you have consented to us doing so.

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It is important to the conduct of our business that the personal information we collect, use, or disclose, is and remains accurate, complete and up to date.

If you wish to access or change your personal information, or to lodge a complaint about an interference with your privacy, or you have any query on how your personal information is collected or handled, please contact our Information Officer:

Information Officer - City of Darwin  
 GPO Box 84 - DARWIN NT 0801  
 Telephone: (08) 8930 0300  
 Facsimile: (08) 8930 0311  
 Email: [dcc@darwin.nt.gov.au](mailto:dcc@darwin.nt.gov.au)

## 5 Approved Council Privacy Statement

All documentation that collects personal information such as application forms and participating forms must contain Councils approved privacy statement:

*“The information requested in this form is being collected by Council for the purpose of updating our administrative systems to be able to carry out Council functions. If you do not provide this information, Council may not be able to process your personal details.*

*Council may disclose the information provided by you on this form to a third party as required in accordance with the NT Information Act or the City of Darwin Privacy Policy which is available online at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au) or upon request from Council offices.*

*You may obtain access to your personal information held by Council by submitting a request for information form also available online at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au) or by contacting Council’s Information Officer on (08) 89 300 300.*

*By signing below I acknowledge that I have read and agree with the Privacy Statement and that the information I have supplies is correct.”*

## 6 Legislation, terminology and references

Sub Section 130(3) of the *Local Government Act* provides that ‘a council must have a privacy policy protecting members and staff of the Council from undue intrusion into their private affairs’.

The *Information Act* applies to City of Darwin and therefor the City of Darwin is obliged to comply with the legislative requirements, , in particular, the Information Privacy Principles set out in the Act.

Personal information for the purpose of this Policy is defined as ‘Council information from which a person’s identity is apparent or is reasonably able to be ascertained.’

# OPEN SECTION

CEDC09/8

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

## 10.2 OFFICERS REPORTS (RECEIVE & NOTE)

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE /OPEN AGENDA ITEM: 10.2.1

**DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES -  
 SPECIAL PURPOSE GRANT ACQUITTALS 2015/2016**

REPORT No.: 16TC0047 MC:mb COMMON No.: 2082109 DATE: 19/09/2016

**Presenter: Strategic Projects Officer, Michael Cormack**

**Approved: Executive Manager, Mark Blackburn**

**PURPOSE**

The purpose of this report is to seek Council's endorsement of the status of grants received from the Northern Territory Government Department of Local Government and Community Services (DLGCS). The report has been prepared as at 30 June 2016 in order to meet Council's obligations to acquit Special Purpose Grant funding with the Department of Local Government and Community Services at the end of each financial year.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.5 Responsible financial and asset management

**Key Strategies**

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

**KEY ISSUES**

- The DLGCS requires that the City of Darwin submit acquittals for all DLGCS grants at the end of each financial year.
- It is a requirement of DLGCS that the acquittals are laid before the Council prior to being submitted to the Department.
- No funding has been approved in 2015/16. This report provides an acquittal for funding received in 2014/15 for the Civic Park Amenities Project.
- Council is required to acquit the Special Purpose Grant received for the Civic Park Amenities Project as at 30 June 2016 (**Attachment A**).



PAGE: 2  
 REPORT NUMBER: 16TC0047 MC:mb  
 SUBJECT: DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES  
 - SPECIAL PURPOSE GRANT ACQUITTALS 2015/2016

## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0047 MC:mb, Department of Local Government and Community Services Grant Acquittals 2015/2016 including **Attachment A**, be received and noted.

## **BACKGROUND**

DLGCS requires all Special Purpose and Family Safe Environment Fund grant acquittal reports to be laid before Council and a copy of the minutes (decision number) to be provided to the Department with Council's submission each year.

## **DISCUSSION**

Council received funding approval in 2014/15 for the Civic Park Public Amenities Project. The project, to install a 24 hour public amenities facility in Darwin's Civic Park is scheduled for completion this financial year.

<b>Funding Program</b>	<b>Project</b>	<b>Grant Funding</b>	<b>Acquittal Status</b>	<b>Comment</b>
Local Government Special Purpose Grant	Civic Park Public Amenities Project	\$ 100,000	Project in progress	Project and funds carried forward to 2016/17

### **Project in Progress Civic Park Public Amenities Project**

City of Darwin was awarded \$100,000 through the Special Purpose Grant Fund to complete the Civic Park Public Amenities Project. Funding agreement has been signed and funds have been carried forward to the 2016/17 financial year.

Council is required to acquit this grant by 30 June 2017.

## **CONSULTATION PROCESS**

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

- Manager Strategy & Outcomes
- Team Leader Capital Works
- Business Support Officer- Infrastructure
- Manager Planning, Design and Projects

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

- Department of Local Government and Community Services

PAGE: 3  
REPORT NUMBER: 16TC0047 MC:mb  
SUBJECT: DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES  
- SPECIAL PURPOSE GRANT ACQUITTALS 2015/2016

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### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

All project and funding expenditure is in accordance with defined grant outcomes. There are will be no additional budget and resource implications as a result of this decision.

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

It is a requirement of the DLGCS funding agreements that all acquittal information is laid before Council prior to submission. There is a risk to the department rejecting future funding applications should Council not meet required reporting obligations.

### **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.

**MICHAEL CORMACK**  
**STRATEGIC PROJECTS**  
**OFFICER**

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

For enquiries, please contact Michael Cormack on 89300426 or email:  
m.cormack@darwin.nt.gov.au.

#### **Attachments:**

**Attachment A:** Special Purpose Grant Acquittal – Civic Park Amenities Project

**Local Government Grants Unit**  
 Ground Floor, RCG House  
 83-85 Smith Street  
 DARWIN NT 0800

**City of Darwin**

**Postal address** GPO Box 2850  
 Darwin NT 0801  
 Tel 08 8999 8820  
 Fax 08 8999 8437

**2014-15 ACQUITTAL OF SPECIAL PURPOSE GRANT**

Department of Local Government and Community Services

**File number: 2012/00038**

**Purpose of Grant:** Towards the installation of a 24 hour public amenities facility in Darwin's Civic park.

Date of Approval of Variation to Grant (if applicable) 30/6/2016

**INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2016**

Special Purpose Grant	\$100,000
Other income	<u>\$250,000</u>
<b>Total income</b>	<u><b>\$350,000</b></u>

**Expenditure** (Specify accounts and attach copies of invoices and ledger entries)  
 An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	<u>\$1,335</u>
	<u>\$1,485</u>
<b>Surplus/(Deficit)</b>	<u><b>\$ 348,515</b></u>

-----We  
 Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by ...../...../201\_

Laid before the Council at a meeting held on ...../...../201.... **Copy of minutes attached.**

CEO or CFO ...../...../201\_

**DEPARTMENTAL USE ONLY**

Grant. amount correct?	YES/NO
Expenditure conforms with purpose	YES/NO
Minutes checked	YES/NO

Balance of funds to be acquitted \$

Date next acquittal due / /

ACQUITTAL ACCEPTED YES/NO

Prepared by .....

Comments .....

Peter Thornton – Manager Grants Program / /

<b>ENCL:</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT</b>	<b>AGENDA ITEM:</b>	<b>10.2.2</b>
<b>YES</b>	<b>COMMITTEE/OPEN</b>		
<b>STRATEGIC REPORTING</b>			
<b>REPORT No.:</b>	<b>16TC0057 VG:ph</b>	<b>COMMON No.:</b>	<b>1230662</b>
		<b>DATE:</b>	<b>19/09/2016</b>

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

**Approved:** Executive Manager, Mark Blackburn

### **PURPOSE**

The purpose of this report is to demonstrate to Committee Members the new format for quarterly strategic and municipal plan reporting effective 2016/17. The quarterly reports for 2016/17 will be presented to the October, February, April and July Committee Meetings.

### **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**

- In accordance with Council's internal audit program, BDO undertook an audit of Council's Strategic Performance Framework in 2013.
- In September 2015 KPMG was engaged to review the Strategic Performance Framework and the progress with implementing Outstanding Audit Issues 140 from 2013.
- A recommended action was that Council endorse a standard suite of reporting to be produced from Council's software for strategic planning and performance management, Interplan, to replace current Quarterly Team Update Reports.
- At the May 2016 meeting of the Risk Management and Audit Committee the Committee resolved to mark all items listed in Outstanding Audit Issues 140 as complete, excluding item 4.1. Item 4.1 is the subject of this report.

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

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

## **BACKGROUND**

*DECISION NO: 21\4457*

### **Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 4**

*Report No. 16TC0033 SJ:mb (27/05/16) Common No. 1230662*

- A. THAT Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework, be received and noted.
- B. THAT the Outstanding Audit Issue Register be updated as detailed in **Attachment A** of Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 4.
- C. THAT Outstanding Audit Issue 140 be moved to the Completed Audit Issues Register with the exception of item 4.1

*DECISION NO. 21\4220*

### **Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3**

*Report No. 16TC0021 SJ:ph (18/03/16) Common No. 1230662*

- A. *THAT Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3, be received and noted.*
- B. *THAT the Outstanding Audit Issue Register be updated by replacement of existing outstanding actions with those in **Attachment A** of Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 3.*

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## **DISCUSSION**

The City of Darwin annual internal audit program required Council to undertake an audit of its adopted Strategic Performance Framework during 2013. The final audit report was presented to the RMAC in November 2013. Moderate risk audit findings 1.0 – 4.0 were placed on the Outstanding Audit Issues Register.

Council has been working with KPMG to ensure Outstanding Audit Issue 140 is addressed and to review the current status of the Strategic Performance Framework.

**Attachment A** provides details of the progress against the Outstanding Audit Items 140 – Strategic Performance Framework. All items are now complete except for Item 4.1.

### **Item 4.1 - Based on area needs, CoD should develop a standard suite of reporting to be produced from Interplan**

This action was based on duplication of reporting which existed due to staff producing Quarterly Team Update Reports as well as reporting six monthly against the Strategic and Municipal Plans.

When Interplan was first implemented, it was anticipated that it would replace Quarterly Team Update Reports currently considered by Committees.

Both BDO and KPMG have suggested that there is an inherent belief that the Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. The reporting was also seen to be time consuming and somewhat operational in nature, both for staff and with the level of information that was provided to elected members. Current Quarterly Team Update Reports provide a commentary of work being undertaken in each section and there is no consistent approach to the format or type of information to be included.

In addition, for a number of years staff have been utilising Council software, Interplan to monitor progress and achievements against the actions and key performance indicators outlined in the Strategic and Municipal Plans. Albeit, reporting to Council at this level has been somewhat adhoc over the past few years.

Much work has been undertaken internally to return to a position whereby we are able to report to Council utilising the Interplan system with confidence and as such we are now in a position to recommend to Council that the Quarterly Team Update Reports be replaced by quarterly reports against the Strategic and Municipal Plans, produced from Interplan.

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To enable elected members the opportunity to review and question quarterly progress effectively it is recommended that each Committee be presented reports against the Municipal Plan Program Profiles that they have oversight over. The table below outlines the Municipal Plan program profiles that will be presented to each Committee.

Environment and Infrastructure Committee	<ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Development</li> <li>• Building Services</li> <li>• Civil Infrastructure</li> <li>• Design</li> <li>• Infrastructure Projects</li> <li>• Parks and Reserves</li> <li>• Planning</li> <li>• Climate Change and Environment</li> <li>• Waste Management</li> </ul>
Corporate and Economic Development Committee	<ul style="list-style-type: none"> <li>• Business Services</li> <li>• Financial Services</li> <li>• Fleet Management</li> <li>• On and Off Street Parking</li> <li>• Records and Information Management</li> <li>• Regulatory Services</li> <li>• Risk, Audit and Safety</li> <li>• Governance</li> <li>• Strategic Services</li> <li>• Communications and Engagement</li> <li>• Darwin Entertainment Centre</li> <li>• Employee Relations</li> <li>• Information Technology</li> </ul>
Community and Cultural Services Committee	<ul style="list-style-type: none"> <li>• Arts and Cultural Development</li> <li>• Community Development</li> <li>• Customer Services</li> <li>• Darwin Safer City</li> <li>• Family and Children's Services</li> <li>• Library Services</li> <li>• Recreation, Leisure and Events</li> <li>• Sister Cities</li> <li>• Youth Services</li> </ul>

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To ensure elected members have confidence that they will be receiving information that is relevant to their decision making and strategic planning role, an example report has been prepared.

**Attachment B** and **Attachment C** provide an example of the current reporting format and the proposed change to reporting against the Municipal Plan.

**Attachment B** provides the Climate Change and Environment Quarterly Team Update Report in the current format.

**Attachment C** provides the Climate Change and Environment Quarterly Report against the Municipal Plan.

The Risk Management and Audit Committee has endorsed the transition away from the current format (**Attachment B**) to more formal reporting against the Municipal Plan (**Attachment C**).

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.

### **CONSULTATION PROCESS**

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

- Council's Executive Leadership Team has endorsed the change in process
- The Executive Leadership Team and over 31 staff have been involved in reviews undertaken by BDO and KPMG.

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

Nil

### **POLICY IMPLICATIONS**

Whilst there are not direct policy implications, implementation of the recommendations will contribute to continuous review and improvement of the City of Darwin Strategic Performance Framework.

### **BUDGET AND RESOURCE IMPLICATIONS**

The change from Quarterly Team Update Reports to Quarterly Reporting against Municipal Plan will have a positive effect on resources by reducing the duplication of reporting requirements by staff.



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

### Legislative Implications

The functions (s12) and objectives (s13) of the *Local Government Act* provide for Council to develop and implement a Strategic Planning / Performance Framework that suits its needs.

(s22) requires Council to have a plan for its area which is to include the indicators for judging the standard of its performance. The City of Darwin is known as a municipal council and the plan is therefore referred to as the 'Municipal Plan'.

### Risk Implications

The risks associated with not responding to the recommendations in the Audit Report and staff discussions include:

- Inability to develop robust and accountable planning and performance documents;
- Legislative non-compliance; and
- Organisational culture not aligned with strategic direction and performance reporting.

## **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.

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

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

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

### **Attachments:**

- Attachment A:** Outstanding Audit Issue 140 – Strategic Performance Framework  
**Attachment B:** CURRENT Climate Change and Environment Quarterly Team Update Report  
**Attachment C:** PROPOSED Draft Climate Change and Environment Municipal Plan Progress Report

Finding	Detailed Finding	Rating	Recommended Action	Responsibility	Amended Target Date	Progress Mar 2016	Comments
1	Reliability of Monitoring & Reporting Processes	Moderate	<p>1.0 The Manager Strategy and Outcomes to ensure all KPIs reported in Interplan are supported by accurate and reliable source documentation. This documentation should be retained (either electronically within Interplan or in hard copy) for each Progress Report. These requirements should be clearly documented and communicated to management and staff across the council.</p> <p>2.1 Review the Strategic Performance Framework to ensure only those plans required in the process are included and that each cascade from the previous to ensure linkages. A pragmatic approach should be taken with this review to ensure the plans are relevant and will be applied.</p> <p>2.2 Include both a City and Council Vision with separate Council strategic goals.</p> <p>2.3 Gain business ownership in strategic direction. The business needs to be involved in the strategic planning development process as well as its application throughout the year. They should be questioning any operational activities not contributing to the agreed strategic direction. The agreed strategic direction should be reflected in actions and performance assessments, including staff appraisals.</p> <p>3.0 Using the information provided as a result of this Internal Audit project, review the suite of KPIs focussing on what is key, measurable and relevant, as well as including both lead (or real time) and lag indicators.</p> <p>4.1 Based on business area needs, CoD should develop a standard suite of reporting to be produced from Interplan.</p> <p>4.2 CoD should also review the process to record and update information in Interplan to improve its efficiency. Revised processes should then be rolled out across the organisation. Business areas should then be encouraged to use Interplan rather than alternative sources.</p>	<p>Manager Strategy &amp; Outcomes</p> <p>Chief Officers Group</p>	<p>June 2016</p> <p>June 2016</p>	<p>100%</p> <p>100%</p>	<p>The 2014/15 Annual Report showed all Strategic and Municipal Plan KPIs. The RMAC Report 30/10/15 identified that source data was available for all 25 of the Strategic Plan KPIs. For the Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. A collaborative process was undertaken in the development of the 2016/17 Municipal Plan to update Program Profiles, ensuring the KPIs used all have source data available. The KPMG review also identified inconsistencies with the current list of Program Profiles i.e. they were defined at different levels within Departments. This has also been addressed in the 2016/17 Municipal Plan development with some changes to the Program Profiles.</p> <p>The Strategic Planning Framework was reviewed in the development of the 2016/17 Municipal Plan and changes were made to the Program Profile structure to better reflect the operating environment. The Planning Framework is revisited each year in line with Municipal Planning.</p> <p>Action 2.2 Feb 2014 - Action 2.2 is considered complete as Council does not feel it necessary to develop a City and Council Vision. Jul 2014 - Action 2.2 Complete</p> <p>Middle Managers and Program Managers are engaged in the development of the Municipal Plan, Customer Satisfaction Tool and Annual Report each year.</p> <p>As part of the KPMG Strategic Performance Review, a number of staff met with KPMG to discuss the Planning Framework, identify issues and opportunities for improvement. A number of staff raised the issue of duplication of reporting with Quarterly Team Update Reports and reporting against the Municipal Plan.</p> <p>Workshops were held with staff to complete the 6 month Strategic and Municipal Plan Progress Report. This included discussions about the Planning Framework and ensuring reliability of reporting information. Workshops were then held to develop the 2016/17 Municipal Plan. Engagement with staff will continue to occur on an ongoing basis to maintain business ownership.</p> <p>For the 2015/16 Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. The review with KPMG and a collaborative process undertaken to develop the 2016/17 Municipal Plan has focussed on producing relevant KPIs with source data. All KPIs are measurable. Continuous improvement of the selection of KPIs can occur by improving data capture.</p> <p>The Strategic Performance Review completed with KPMG has identified Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. Reporting should align with the Planning Framework.</p> <p>The Quarterly Team Update Reports provide a commentary of work being undertaken in each area, there isn't a consistent approach to the format of the reports and the type of information to be included. Generally the information that is included is quite low level operational detail. The Quarterly Team Update Reports should be replaced by quarterly reports against the Municipal Plan.</p> <p>Interplan was considered in the Planning and Reporting Review completed with KPMG. The initial finding being that the program can deliver what the Council requires, but the information within the Planning Framework should be finalised first before Interplan is rolled out to the organisation again. Interplan is currently being used by the Strategic Services team.</p> <p>Interplan is ready to be used for reporting against the Municipal Plan. Interplan was used to complete the 6 month progress report against the 2015/16 Municipal Plan through workshops with staff.</p>
2	Lack of Linkage within Strategic Performance Framework	Moderate					
3	Inappropriate Key Performance Measures	Moderate		<p>Manager Strategy &amp; Outcomes</p>	<p>June 2016</p>	<p>100%</p>	
4	Inefficient Reporting Processes	Moderate		<p>Manager Strategy &amp; Outcomes</p>	<p>June 2016</p>	<p>50%</p> <p>100%</p>	

ENCL: ENVIRONMENT & INFRASTRUCTURE  
 YES COMMITTEE/OPEN

AGENDA ITEM:

CLIMATE CHANGE ACTION PLAN QUARTERLY REPORT - JULY TO DECEMBER 2015

REPORT No.: 15TC0084 SG:nj COMMON No.: 1792647

DATE: 16/02/2016

**Presenter:** Manager Climate Change & Environment, Shenagh Gamble

**Approved:** Executive Manager, Mark Blackburn

### **PURPOSE**

The purpose of this report is to inform the Committee of progress towards the Climate Change Action Plan and associated environmental initiatives.

### **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**

3 Environmentally Sustainable City

#### **Outcome**

3.1 Council's carbon footprint reduced

#### **Key Strategies**

3.1.1-Reduce Council's greenhouse gas emissions

### **KEY ISSUES**

- This report comprises two quarters, July to September and October to December.
- Solar PV installed and operational at Bishop Street Operations Centre
- Community event preparation – Garage Sale Trail,
- Bike Plan Education
- Sustainable House Day Forum
- Casuarina Pool and Civic Centre Water Audits

### **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 15TC0084 SG:nj entitled Climate Change Action Plan Quarterly Report - July to December 2015, be received and noted.

**BACKGROUND**

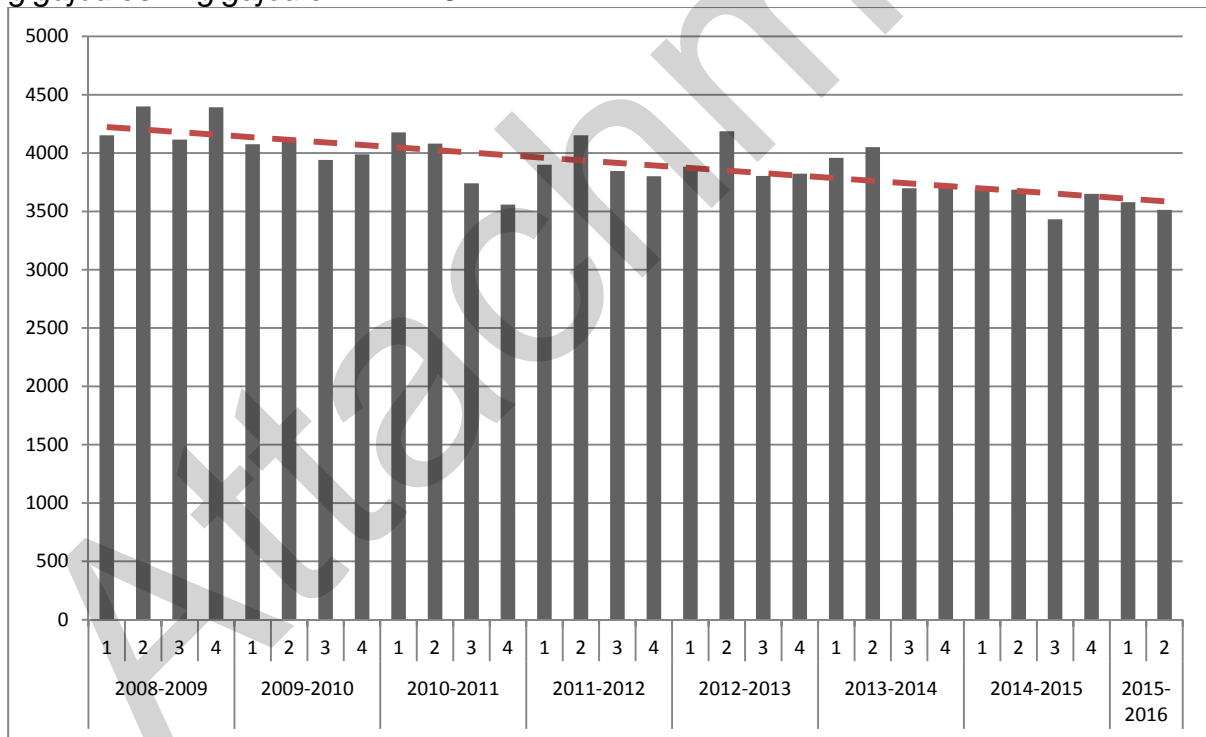
This report provides an update on progress against the Climate Change Action Plan and associated activities as completed by the Climate Change & Environment Team in the period July – December 2015.

**DISCUSSION**

***1. Energy Consumption is reduced***

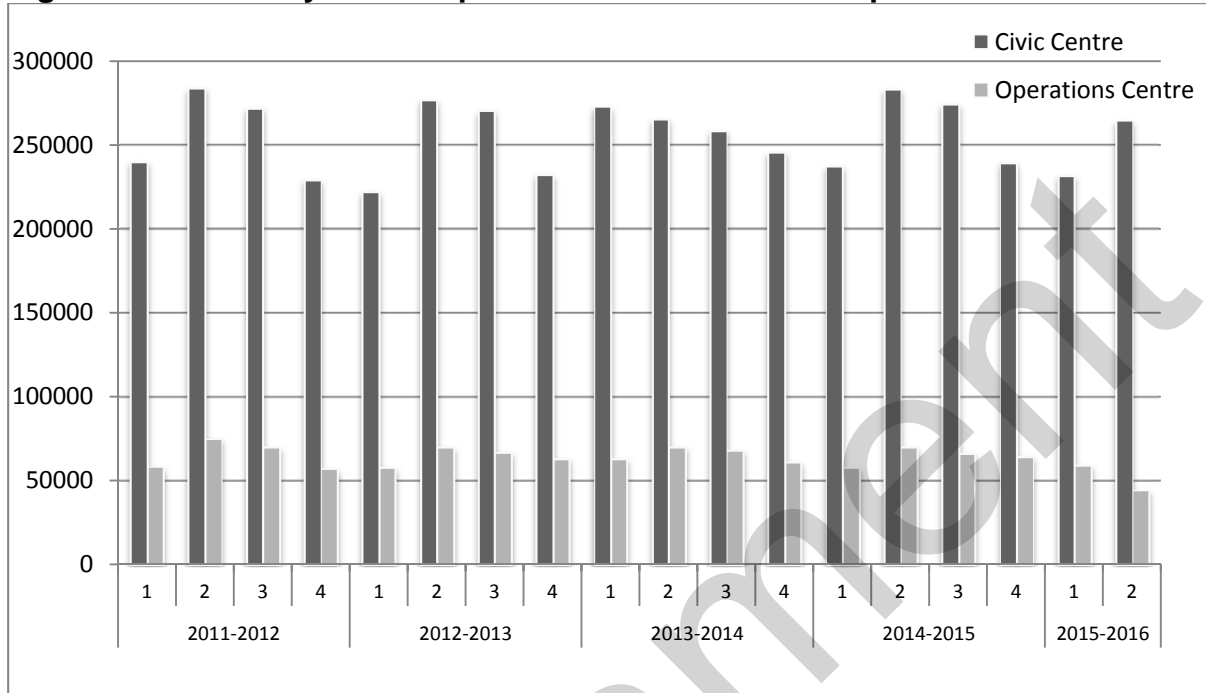
Council-wide electricity consumption in the first quarter and second quarters reduced by around 19% and 8 % respectively (compared with the same times last year). Electricity reductions for these periods when compared with the 2008-2009 benchmark year are 14% and 20% respectively.

**Figure 1 – Electricity Consumption across all sites (GigaJoules GJ)**  
*Trendline shown against benchmark year of 2008/2009. Consumption is in gigajoules. 1 gigajoule = 277.78 kWh*



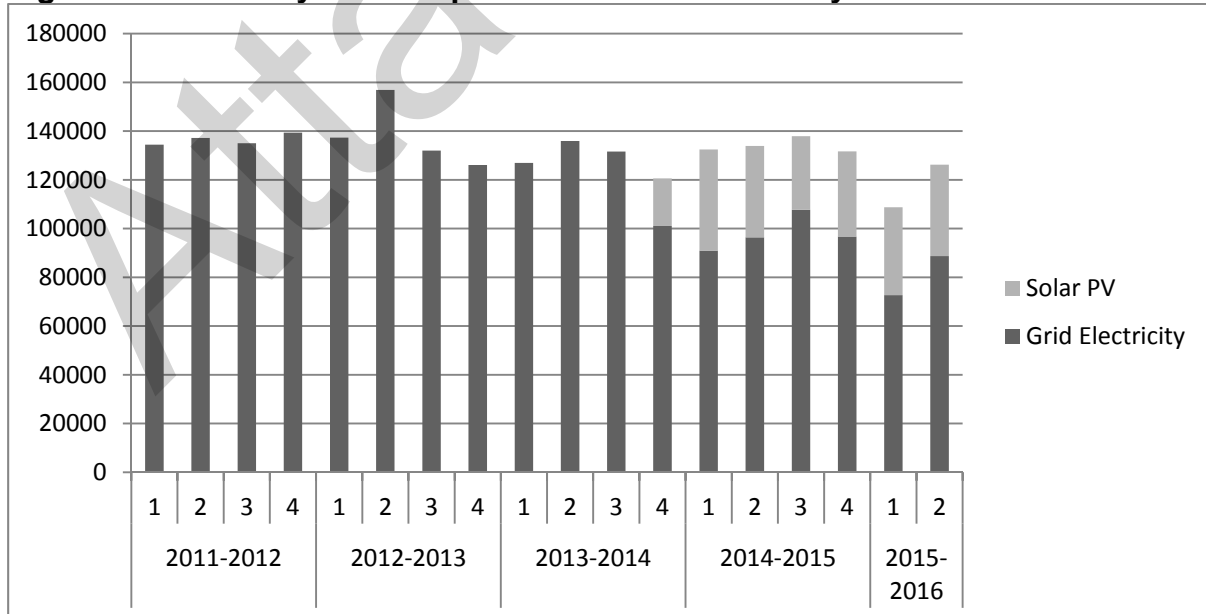
Key sites are discussed in more detail below. All figures below show kilowatt hours (kWh).

**Figure 2 – Electricity Consumption at Civic Centre and Operations Centre**



In September 2015 a 100kW Solar PV system was installed at the Bishop Street Operations Centre. It is estimated that this system will generate around 447 kWh per day. These savings are being realised with a reduction of 37% in the second quarter when compared with the same time last year.

**Figure 3 - Electricity Consumption at Casuarina Library**

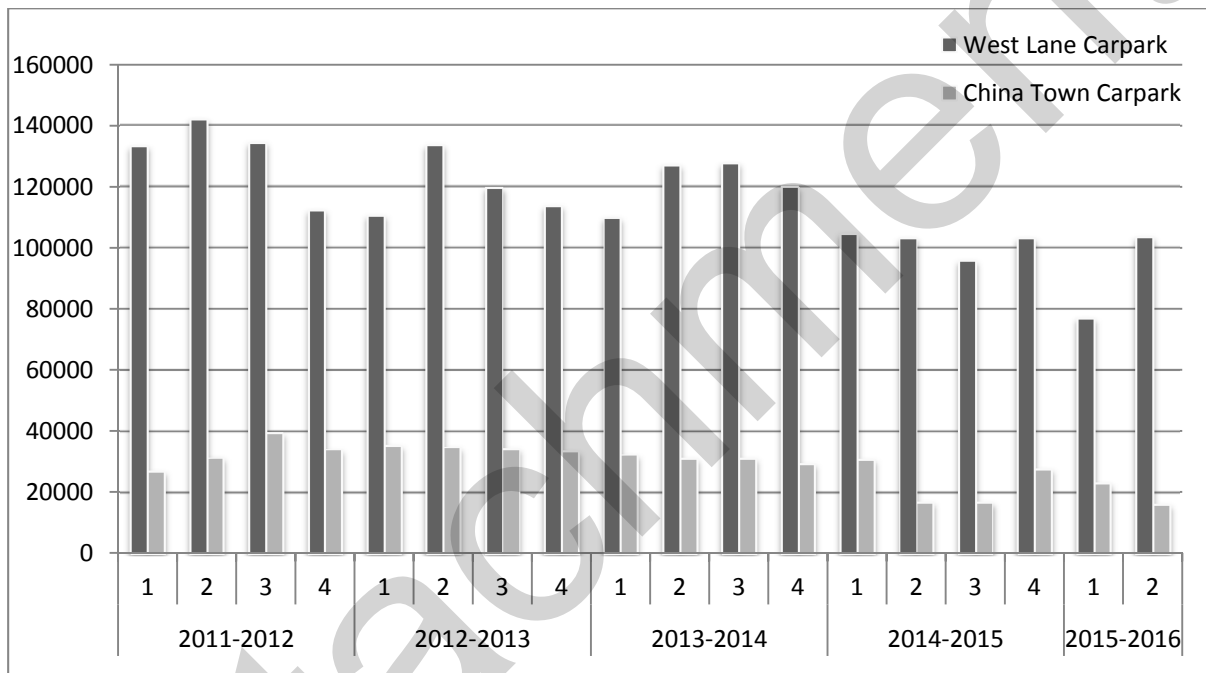


The Casuarina Library continues to generate electricity at a rate of around 400kWh per day. In mid-August a change to the internet arrangements at this site resulted in

the online monitoring capability being unavailable. This issue has been by City of Darwin staff and the installer. As such the electricity generated is an estimate based on previous average. The electricity use at Casuarina library for both quarters was less than the same time last year (first quarter reduction of 18%, second quarter reduction of 6%).

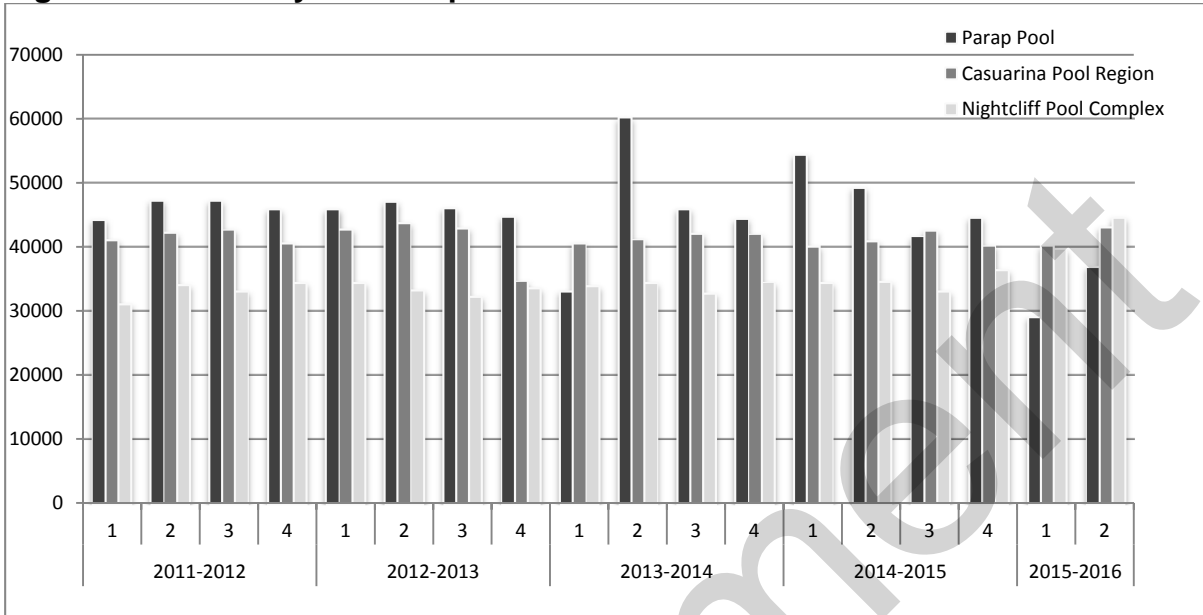
**Figure 4 - Electricity Consumption at West Lane and Chinatown Car Parks**

*Note: The apparent increase in consumption in the second quarter at the West Lane Carpark is attributed to estimated reads during this period*



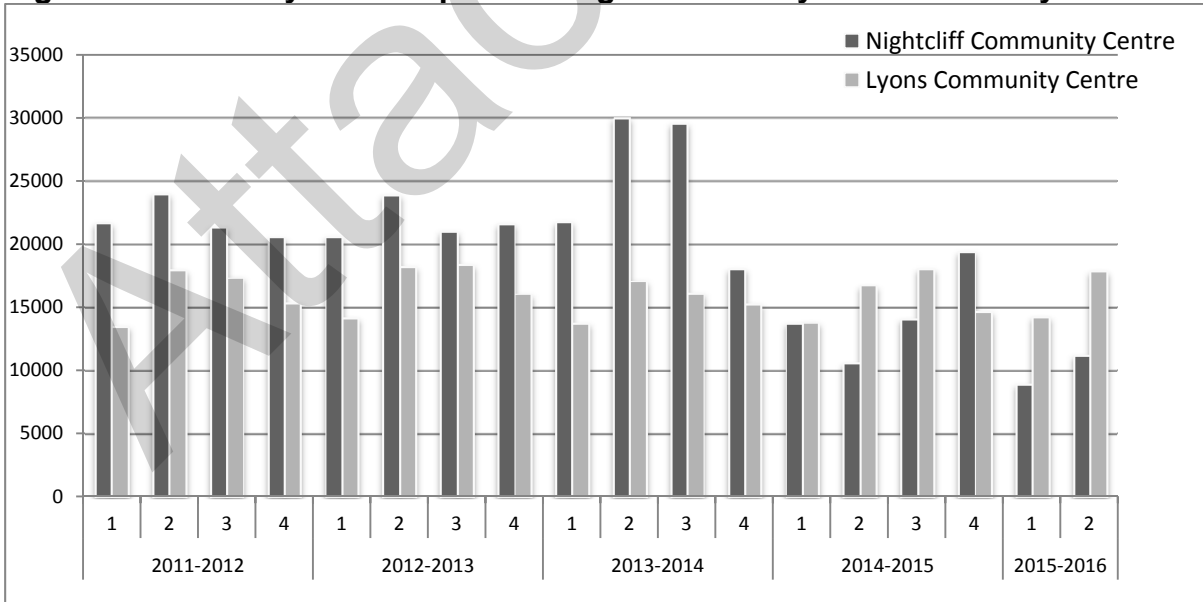
Electricity consumption at both car park sites remains consistently low following the installation of sensors and energy efficient lighting. The most notable change is around 25% reduction in electricity at both car parks in the first quarter when compared with the same time last year. Further installation of LEDs and additional sensor installation at Chinatown Car Park continues to reduce consumption.

**Figure 5 - Electricity Consumption at Pools**



Parap Pool is showing a good pattern of electricity reduction. Note that the high peak in Q2 2013/14 is attributable to a data entry error that is being rectified. Consumption at Nightcliff Pool is higher than would be expected due to the construction work for the Nightcliff Café which is drawing on the same meter at this time.

**Figure 6- Electricity Consumption at Nightcliff and Lyons Community Centres**



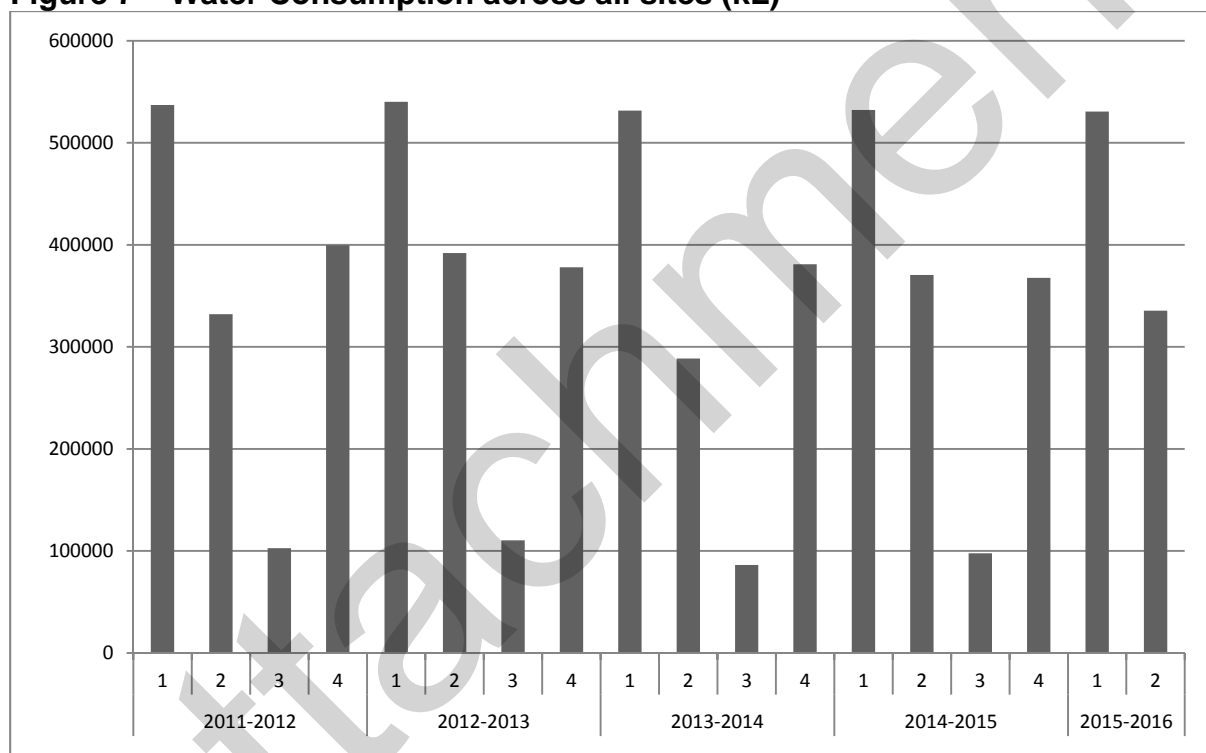
Generally electricity use at the community centres has decreased. A large peak of consumption at Nightcliff Community Centre in 2013-14 is attributed to a problem with the air conditioning system. Communal space air conditioning is the main contributor to electricity consumption at these sites. Sensor control in amenities and more efficient use of air conditioners has yielded electricity savings, however vigilance is required to ensure these communal areas are not compromised.

## 2. Water Consumption is reduced

Water consumption maintains a strong seasonal influence. Water efficiency initiatives are resulting in some savings at particular sites. The strong *el nino* weather pattern that is currently at play is resulting in high reliance on irrigation in open areas. It is expected that this will continue to influence the next quarter.

Council staff continues to work with Power and Water Corporation on water audits across buildings and to improve the quality of data for water meters.

**Figure 7 – Water Consumption across all sites (kL)**



Water use in the first quarter (end of dry season, toward build up) is consistently high due to increasing humidity and apparent temperature but lack of rainfall. Water use in the second quarter (build up, toward start of wet season) varies. Interestingly, despite the unusually dry build up water use in the second quarter was 10% less than the same time last year.

### Casuarina Pool and Civic Centre Water Audit

Staff has worked with the Living Water Smart team (Power and Water Corporation) to undertake water audits of Casuarina Pool and the Civic Centre. The water auditing process includes the installation of data loggers for approximately one month prior to the audit. Living Water Smart staff analyse this data and then perform an onsite audit. Results for Casuarina Pool suggest a background leak is present, which is being investigated. Improved irrigation at the site will also deliver water and cost savings. Water efficiency recommendations for the Civic Centre include changes to the cooling tower settings and improved behaviour change initiatives.



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### **3. Waste is reduced**

Detailed waste data is reported separately through *Waste and Recycling Quarterly Reports*.

#### Garage Sale Trail

The Garage Sale Trail is a national initiative that City of Darwin committed to for the first time, held on 24 October 2015. The event resulted in positive community engagement and awareness raising around reuse and diverting waste from landfill. Garage Sale Trail is held in October annually. A summary report is provided in **Attachment A** to this report. City of Darwin has been invited to participate in a national steering committee for this event.

### **4. Biodiversity is maintained across Darwin**

An assessment of Green Spaces across the Darwin municipality was undertaken during this period, with a report expected in the next quarter. The purpose of the assessment was to better understand the nature of green spaces within its responsibility including:

- Urban and suburban parks and reserves
- Connections between natural environment and modified green spaces
- Biodiversity value of natural habitats (and modified green spaces)
- Refuges and fragments
- Areas of conservation significance – with a focus on areas zoned Conservation, or with the potential to be zoned Conservation.
- Areas of historical or cultural significance

The objectives of the assessment were:

1. Define and **quantify** green space the City of Darwin is responsible for across the municipality
2. Determine the **quality** of Council's green spaces
3. Determine the **connectivity** between these spaces (this will include significant street tree connections and linkages)

### **5. Erosion on Council land is managed**

Erosion measures continue to be implemented as per the Erosion Management Plan.

### **6. The Built Environment supports sustainable lifestyles**

#### Sustainable House Day Forum

On Friday 11 September a lunchtime forum was held to discuss sustainable housing design, in honour of Sustainable House Day. Three speakers, Jo Best (Troppo Architects), Keith Savage (Property Council of Australia) and Jessica Steinborner (Smart Cooling in the Tropics) presented case studies in sustainable housing before opening up for a lively and very interactive forum discussion.

#### Sustainable Urban Living Seminar – featuring Josh Byrne

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On Thursday 22 October Josh Byrne (well known as the Western Australian presenter on ABC's iconic Gardening Australia program) presented a sustainable urban living seminar, sharing his experiences with creating and maintaining these energy and water efficient family homes. He also discussed his role in the CRC for Low Carbon Living and his involvement in developing sustainable homes and precincts around Australia.

Over thirty people attended both of the events above, representing government planners, local government, private planning consultants, Power and Water Corporation and the general public.

#### Bike Plan Education

Implementation of the education component of the Bike Plan commenced in the new financial year, with planning for Ride2Work Day dominating activities during this period. Engagement with key stakeholders such as bike user groups and the Department of Transport has focused on initiatives into bicycle wayfinding, bicycle parking and broad communication strategies.

### **CONSULTATION PROCESS**

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

- Team Coordinator Building Services
- Team Leader Building Services
- Recreation And Healthy Lifestyle Coordinator

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

- Planet Footprint
- Living Water Smart (Power and Water Corporation)

### **POLICY IMPLICATIONS**

Activities described in this report are consistent with the actions and outcomes of the Climate Change Action Plan (2011-2015) and City of Darwin Policy No. 59 Climate Change.

### **BUDGET AND RESOURCE IMPLICATIONS**

All activities have been completed within operational budgets.

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

Nil

### **ENVIRONMENTAL IMPLICATIONS**

Activities described in this report are inherently beneficial to the environment.

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DECEMBER 2015

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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.

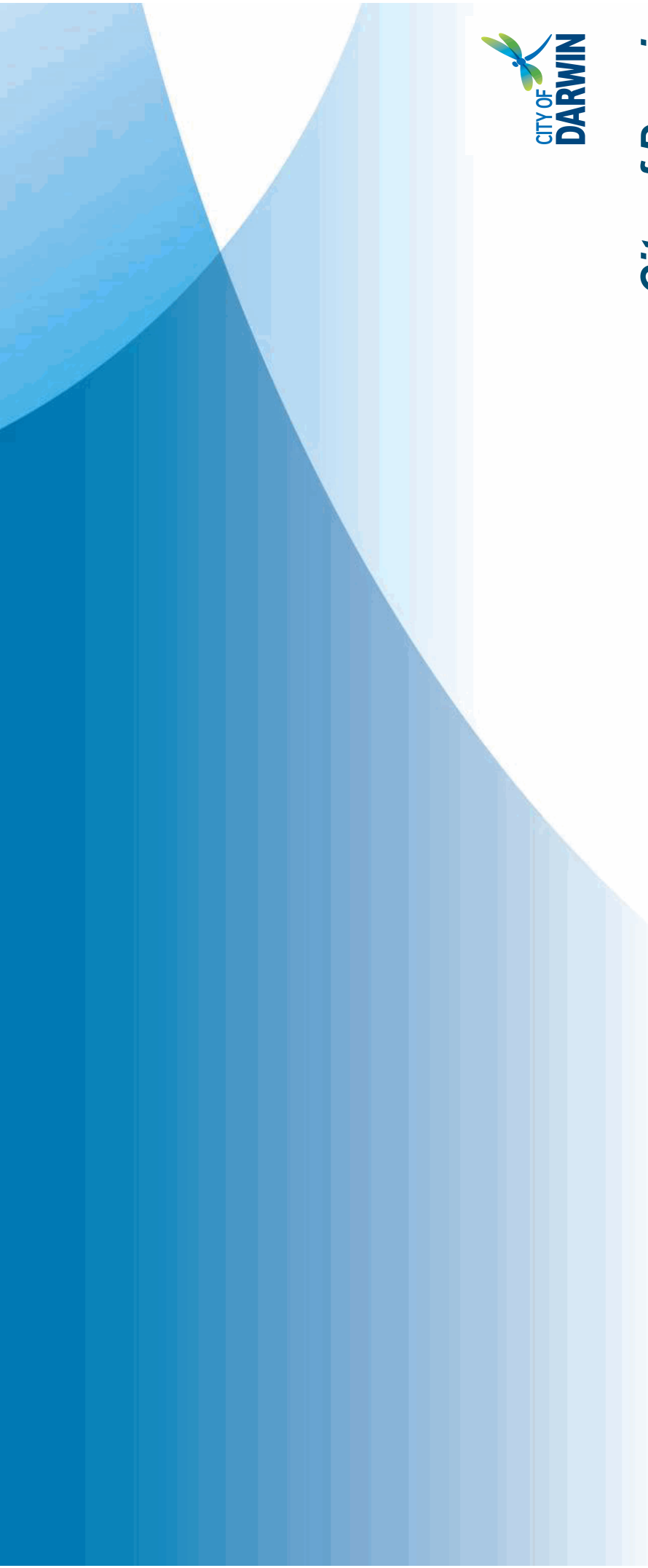
**SHENAGH GAMBLE**  
**MANAGER CLIMATE CHANGE &**  
**ENVIRONMENT**

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

For enquiries, please contact Shenagh Gamble on 89300530 or email:  
s.gamble@darwin.nt.gov.au.

Attachments:

**Attachment A: Garage Sale Trail Campaign Report 2015 Impacts**



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





*Jul 15 - Jun 16*

Report Filters:  
Service Profile: Climate Change and Environment





### 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
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.3.1.1 Monitor stormwater and waterway water quality	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	01/07/2015	30/06/2016	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: #007bff;"></div></div> 100%	\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%




## Action Details

## Office of the Chief Executive


## Climate Change &amp; Environment

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



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & 2 - Implementation of recommendations from the Deloittes Environmental System assessment continued in this period. Notably the development of Standard Operating procedures for environmental reporting and site inspections, environmental checklist, register of NT and Commonwealth legislation and clauses to be used in contractor and lease arrangements. These documents will be brought together into an Operational Environmental Management Plan.							
Q3 - Climate Change & Environment staff are working with OHS staff based at the Operations Centre to include environmental conditions in Safe Working Methods Statements . Last Updated - 15/09/2016							



## STRATEGY:



3.2.1 Increased community understanding of climate change and environment issues and mitigation and adaption actions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q 1 & 2 - Key initiatives that have occurred in this six month period include:							
<ul style="list-style-type: none"> <li>- Solar PV installation at Bishop Street Operations Centre</li> <li>- Water audits (performed by Living Water Smart) undertaken at Casuarina Pool and Civic Centre</li> <li>- Lunchtime seminar series, covering Sustainable House Day and Water efficient design</li> <li>- Community tree planting day at East Point Reserve</li> </ul>							
Ongoing projects contribute to energy, waste and water reduction as well as enhancing biodiversity across the municipality.							
Q3 - Electricity consumption decreased by 1% this quarter, compared with the same time last year. Despite a significantly lower than average rainfall this quarter, water consumption decreased by 1% compared with the same quarter last year.							
The Northern Territory Government Flora and Fauna division has been engaged to undertake a fauna assessment at East Point Reserve and Nightcliff Foreshore .							
Q4 - Electricity consumption increased this quarter, compared with the same time last year. Water consumption was lower when compared with the same time last year. The Operations Centre Water Audit complete.							
Last Updated - 15/09/2016							



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & 2 - Community initiatives this period include Garage Sale Trail; Backyard Bird Count; Sustainable House Forum; Water Efficient Design Forum; Community Tree Planting Day; 12 Sustainable Days of Christmas.							
Q3 - The third quarter is typically a quiet time for community engagement, however initiatives include:							
- Discussions with community members about developing information signs regarding shorebirds at Nightcliff Foreshore							
- Participate in discussion regarding Water Sensitive Cities, a workshop hosted by the CRC for Water Sensitive Cities							
- Deliver initiatives under the Darwin Bike Plan education and engagement plan, including working with stakeholders to develop Share the Roads and Share the Paths education material							
- Develop request for quotation for Wayfinding Strategy (including cycling wayfinding)							
- Planning and engagement with Darwin schools to deliver the The Climate Change Challenge (key schools engagement activity) to be held on 1 June 2016							
Q4 - Activities included Jingili Primary School, Wayfinding Signage, Bike Plan, Climate Change Challenge, Group Rides - Sep it up Challenge/Pedal for Points/Love Food Hate Waste Workshop, Community Grants, George Brown Scholarship, Rapid Creek Beneficial Uses Assessment							
Last Updated - 15/09/2016							
<b>STRATEGY: 3.2.3 Lobby governments, developers and industry to undertake sustainable projects and behaviours</b>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile		Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & Q2 - Where appropriate, comment is provided on development applications and submissions provided to NT Government initiatives. For example, attended a briefing session regarding changes to the NT Environmental Regulatory System prior to preparing comment on these changes.							
Q3 - Comment was made on a number of development applications during this quarter.							
Q4 - No significant submissions were made during this quarter.							
Last Updated - 15/09/2016							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	
<b>Program Profile</b>							
Climate Change and Environment		Budget		YTD Budget		YTD Actual	
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q 1 & 2 - The Climate Change & Environment team provides advice to development applications and input to government submissions as needed.							
Q3 - Prepared and submitted comment on Northern Territory Government's Balanced Environment Draft Strategy							
Q4 - No significant submissions were made during this quarter. Attended the Future Darwin CSIRO Scenario Planning and Report, BOM Climate Outlook Last Updated - 15/09/2016							
<b>STRATEGY: 3.3.1 Advocate for the conservation of natural systems</b>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.1.1 Monitor stormwater and waterway water quality	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	
<b>Program Profile</b>							
Climate Change and Environment		Budget		YTD Budget		YTD Actual	
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & 2 - Regular water quality monitoring continued through this period. As a result of this monitoring Lake Alexander was closed during the Christmas break due to high bacteria readings. Stormwater "first flush" sampling occurred at all 12 sites across the municipality.							
Q3 - Stormwater wet season sampling was difficult during this period due to sporadic rainfall and few significant rain events. No closures for Lake Alexander were required during this period.							
Council has participated in the development of a strategy for Integrated Monitoring and Research Program for the Darwin Harbour Region.							
Q4 - Stormwater and waterway water quality were consistently good during this period with no action required. Last Updated - 15/09/2016							
<b>STRATEGY: 3.3.2 Increase biodiversity richness and abundance across Darwin</b>							

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>Indicator</b>
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & 2 - Climate Change & Environment and Parks & Reserves teams continue to work well to deliver the East Point Biodiversity Plan. Key activities this period include the community tree planting day, which for the first time directly targeted school groups. This event was very successful and productive and the same approach will be used for future community planting days.							
Q3 - The nursery on site at East Point has been re-established with seed collection and propagation. CDU student research is ongoing including leaf litter assessments and assisting with planting both on community planting day and in February. Staff have sighted three different individual monitors / goannas. This is important as it suggests there are several large reptiles present at East Point Reserve.							
Q4 - The Artificial nesting platform for Osprey was erected in May. No Osprey is expected to nest on the platform until March / April 2017.							
A fauna assessment was conducted at East Point Reserve in May. City of Darwin engaged the Northern Territory Government Flora and Fauna Division to undertake the assessment. Initial results have identified several new and relative rare species such as the Rufous Owl and the Northern Blossom Bat.							
Last Updated - 15/09/2016							
<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>
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
<b>Program Profile</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Climate Change and Environment							
<b>Linked Related Plan(s):</b>							
<b>Linked Action Filter(s):</b>							
<b>Action Progress Comments</b>							
Q1 & 2 - An assessment of green spaces across the municipality has been undertaken. Climate Change & Environment are now working with Parks & Reserves team leaders to develop strategies for developing green infrastructure in each precinct.							
Q3 - A request for quotation to undertake a fauna assessment at East Point Reserve and Nightcliff foreshore received a number of high quality responses. The project was awarded to the Northern Territory Government Flora and Fauna division who were scheduled to commence work in May 2016.							
Q4 - Fauna assessment commenced with final report due early in the new financial year.							
Last Updated - 15/09/2016							

# OPEN SECTION

CEDC09/9

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

## 11. INFORMATION ITEMS

### 11.1 Draft Risk Management & Audit Committee Meeting Minutes – 26 August 2016 (26/08/16)

*The draft minutes are **Attachment A**.*

## OPEN SECTION

RMAC8/1

### CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 26 AUGUST 2016 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chairman); Member R Elix; Member M Palmer; Mr Craig Spencer.

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

APOLOGY: Member G J Haslett.



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# OPEN SECTION

RMAC8/2

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# OPEN SECTION

RMAC8/3

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

## 1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9.04a.m.

## 2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

### 2.1 Apologies

(Elix/Palmer)

THAT the apology from Member G J Haslett be received.

DECISION NO.21\4740 (26/08/16)

Carried

### 2.2 Leave of Absence Granted

Nil

## 3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

Nil

## 4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

Common No. 2752228

### 4.1 Declaration of Interest by Members

Nil

### 4.2 Declaration of Interest by Staff

Nil

# OPEN SECTION

RMAC8/4

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

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

Nil

**6. WITHDRAWAL OF ITEMS FOR DISCUSSION**

(Palmer/Elix)

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, 26 August 2016 be received and considered individually.

DECISION NO.21\4741 (26/08/16)

Carried

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

(Palmer/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 27 May 2016, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\4742 (26/08/16)

Carried

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

**8.1 Business Arising**

Nil

**9. DEPUTATIONS AND BRIEFINGS**

Nil



# OPEN SECTION

RMAC8/5

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

## 10. OFFICERS REPORTS

### 10.1 Asset Management Policy & Procedure Review - Finance

Report No. 16A0096 MC:je (26/08/16) Common No. 2078949

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0096 MC:je entitled Asset Management Policy & Procedure Review - Finance, be received and noted.
- B. THAT the Outstanding Risk Register 145.2 be transferred to the completed actions on the Completed Audit Risk Register.

DECISION NO.21\4743 (26/08/16)

Carried

ACTION: EA to GM CORP  
NOTE: GM CORP

### 10.2 Interim Audit and Audit Plan For The Year Ended 30 June 2016

Report No. 16A0098 MC:je (26/08/16) Common No. 2251082

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0098 MC:je entitled Interim Audit and Audit Plan For The Year Ended 30 June 2016, be received and noted.
- B. THAT the committee congratulate the finance team that the auditors identified satisfaction with accounting systems and procedures and that there are no matters to be reported.

DECISION NO.21\4744 (26/08/16)

Carried

ACTION: MANGER FINANCE  
NOTE: GM CORP

# OPEN SECTION

RMAC8/6

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

## 10.3 Risk Management Framework

Report No. 16A0100 TS:je (26/08/16) Common No. 2363571

(Palmer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0100 TS:je entitled Risk Management Framework, be received and noted.
- B. THAT the Control Self-assessment Internal Audit will be deferred while waiting for the review of the process.
- C. THAT a report on the operational risks that were identified as remaining high or extreme be provided to the March 2017 meeting with an assessment as to whether those risks can be lowered.
- D. THAT the operational risk register has been aligned with the 2016/17 Municipal Plan.
- E. THAT the majority of assessments are at medium and low residual risks which indicate that management has systems and procedures in place to deliver the Municipal Plan objectives.

DECISION NO.21\4745 (26/08/16)

Carried

ACTION: COORDINATOR RISK  
NOTE: GM CORP

# OPEN SECTION

RMAC8/7

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

## 10.4 Audit Report on Internal Audit Program

Report No.16A0101 TS:je (26/08/16) Common No. 1536877

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0101 TS:je entitled Audit Report on Internal Audit Program, be received and noted.
- B. THAT the committee note that Internal Audit Program for 2016/17 remains on track.

DECISION NO.21\4746 (26/08/16)

Carried

NOTE: GM CORP  
NOTE: COORDINATOR RISK

## 10.5 Tree Risk Management - Coroner's Recommendations

Report No. 16A0102 DL:je (26/08/16) Common No. 2809737

(Palmer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0102 DL:je entitled Tree Risk Management - Coroner's Recommendations, be received and noted.
- B. THAT the actions associated with the Coroner's recommendations following the inquest into the death of Mr William Brown have been added to the Operational Risk Register.

DECISION NO.21\4747 (26/08/16)

Carried

ACTION: COORDINATOR RISK

# OPEN SECTION

RMAC8/8

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

## 11. INFORMATION ITEMS

### 11.1 Outstanding Audit Issues Register (26/08/16) Common No. 422690

(Elix/Palmer)

COMMITTEE'S DECISION

- A. THAT the Outstanding Audit Issues Register be received and noted.
- B. THAT an example of the new quarterly performance reporting against the Municipal Plan be presented to the March 2017 meeting.
- C. THAT completion dates for audit actions 146 Investments Audit and 147 Financial Statements Audit be provided to the March 2017 meeting.

DECISION NO.21\4748 (26/08/16)

Carried

ACTION: PART B MANAGER STRATEGY & OUTCOMES  
ACTION: PART C MANAGER FINANCE  
NOTE: GM CORP

## 12. GENERAL BUSINESS

Nil

## 13. CLOSURE OF MEETING

(Elix/Palmer)

The meeting closed at 11:16am.

Carried

# OPEN SECTION

RMAC8/9

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

**IAIN SUMMERS (CHAIR) – RISK  
MANAGEMENT & AUDIT  
COMMITTEE MEETING – FRIDAY,  
26 AUGUST 2016**

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**Confirmed On:** *Friday, 28 October 2016*

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

DRAFT

# OPEN SECTION

CEDC09/10

Corporate & Economic Development Committee Meeting – Monday, 19 September 2016

## 12. GENERAL BUSINESS