

Business Papers

Corporate & Economic Development Committee Meeting

Monday, 22 August 2016
5:30pm



Notice of Meeting

To the Lord Mayor and Aldermen

You are invited to attend a Corporate & Economic Development Committee Meeting to be held in Meeting Room 1, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Monday, 22 August 2016, commencing at 5.30 pm.

B P DOWD
CHIEF EXECUTIVE OFFICER

Office Use Only

Placed on Public Notice Board: _____

Removed from Public Notice Board: _____

OPEN SECTION

CEDC8/1

CITY OF DARWIN

CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE

MONDAY, 22 AUGUST 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 - PH: 89300 670

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

Committee's Responsibilities

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

CEDC8/2

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OPEN SECTION

CEDC8/4

Corporate & Economic Development Committee Meeting – Monday, 22 August 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 that The Right Worshipful, The Lord Mayor, Ms K Fong Lim is an apology due to a Leave of Absence previously granted on 16 August 2016, for the period 20 August 2016 to 6 September 2016.

DECISION NO.21\() (22/08/16)

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

4.2 Declaration of Interest by Staff

OPEN SECTION

CEDC8/5

Corporate & Economic Development Committee Meeting – Monday, 22 August 2016

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

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

() COMMITTEE'S DECISION

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

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C17.1.1	8(e)	information provided to the council on condition that it be kept confidential
C17.1.2	8(b)	information about the personal circumstances of a resident or ratepayer
C17.2.1	8(d)	information subject to an obligation of confidentiality at law, or in equity

DECISION NO.21\() (**/**/**)

5.2 **Moving Open Items Into Confidential**

5.3 **Moving Confidential Items Into Open**

6. **WITHDRAWAL OF ITEMS FOR DISCUSSION**

() COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Corporate & Economic Development Committee Meeting held on Monday, 22 August 2016 be received and considered individually.

DECISION NO.21\() (22/08/16)

OPEN SECTION

CEDC8/6

Corporate & Economic Development Committee Meeting – Monday, 22 August 2016

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

() COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Corporate & Economic Development Committee Meeting held on Monday, 18 July 2016, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\() (22/08/16)

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

8.1 Business Arising

9. DEPUTATIONS AND BRIEFINGS

Nil

OPEN SECTION

CEDC8/7

Corporate & Economic Development Committee Meeting – Monday, 22 August 2016

10.1 OFFICERS REPORTS (ACTION REQUIRED)

ENCL: CORPORATE & ECONOMIC DEVELOPMENT
YES COMMITTEE/OPEN

AGENDA ITEM: 10.1.1

REVIEW OF POLICY NO. 032 - POLICY FRAMEWORK

REPORT No.: 16TC0036 VG:ph COMMON No.: 2078949

DATE: 22/08/2016

Presenter: Manager Strategy & Outcomes, Vanessa Green

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to seek endorsement of revised Policy 032 - Policy Framework Policy, **Attachment B**.

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 current City of Darwin Policy No. 032 -Policy and Procedures Framework was adopted on 23 February 2010 and the policy is now due for review.
- The current policy contains procedures for developing policy documents which should be removed. New procedures have been developed separate to the policy and endorsed by the Executive Leadership Team.
- Many policies and procedures do not include references to related documents that should be read in conjunction with the policy or procedure.

PAGE: 2
 REPORT NUMBER: 16TC0036 VG:ph
 SUBJECT: REVIEW OF POLICY NO. 032 - POLICY FRAMEWORK

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 16TC0036 VG:ph entitled Review of Policy No. 032 - Policy Framework, be received and noted.
- B. THAT Policy No. 032 - Policy Framework at **Attachment A** to Report Number 16TC0036 VG:ph entitled Review of Policy No. 032 - Policy Framework be rescinded.
- C. THAT Policy No. 032 - Policy Framework at **Attachment B** to Report Number 16TC0036 VG:ph entitled Review of Policy No. 032 - Policy Framework be adopted.

BACKGROUND

Policies are a representation of the values that Council will uphold in its decision making.

The Policy and Procedures Framework contributes to decision making by providing consistency, clarity, transparency and accountability to guide Council's decision-making processes in the delivery of services.

Council reviews its policies and procedures once each term of Council (i.e. once per four years). The Policy and Procedure Framework Policy is now due for review.

The existing policy does not clarify the need to consult the community in relation to policy.

DISCUSSION

Current administrative processes and systems have been reviewed in order to inform the review of Policy 032 Policy and Procedures Framework. In addition, feedback accumulated over the last 12 to 18 months from internal staff has also influenced this review.

Policy Categories, Hierarchy and Framework

The current Policy 032 Policy and Procedures Framework was last reviewed in 2010 and responded to a significant Council wide review and consolidation of policy. It outlines the Council's policy hierarchy, procedures for the management of policy and references templates for policy development.

The overall policy objectives of the new Framework Policy are largely unchanged. Council's broader policy framework responds to legislation and the external environment and can be demonstrated in the following diagram.

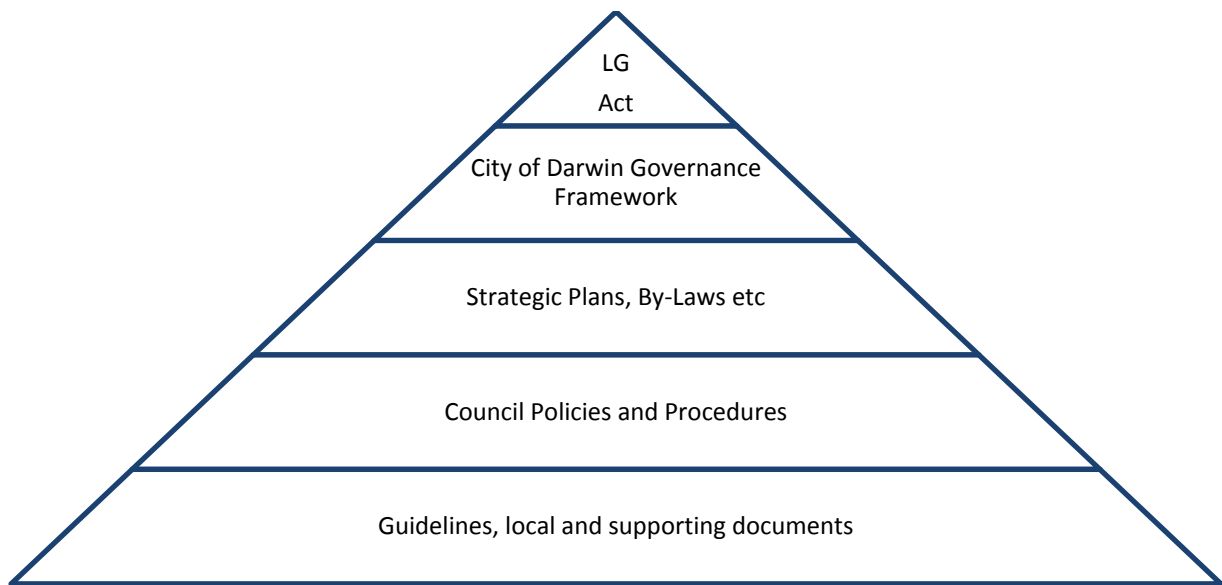


Image 1: Policy Framework

The current framework groups policies into three (3) categories being:

- Governance (Council Approval);
- Corporate (CEO / Executive Leadership Team (ELT) Approval); and
- Departmental (General Manager Approval).

Within each category are sub-categories such as animal management, community and cultural services, economic development, governance, meeting procedures, public library etc. These sub-categories are used primarily for publishing policies on Council's website.

There are no visible benefits to categorising policies on Council's website. As we continue to seek better systems integration between the website and Council's Record Management System it is seen as more beneficial to remove categorisation and revert to an alphabetic listing. This is both consistent with many other local governments and will facilitate easier integration through transfer of a "list" from one system to the other.

Identifying whether a policy is governance, corporate or departmental relates to decision making. Who adopts the policy, who does it affect and who has to comply with the policy objectives.

Governance policies are more frequently referred to as Council policy. They affect the whole of council or the community and support the implementation of legislation.

Corporate policies guide the way staff, administer and manage the organisation. They support implementation of legislation, the Strategic Plan and broader Council policy and include staff related policy.

Departmental Policies relate to those policies that apply to an individual department only. There are currently no Departmental Policies at Council.

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 REPORT NUMBER: 16TC0036 VG:ph
 SUBJECT: REVIEW OF POLICY NO. 032 - POLICY FRAMEWORK

Taking the above into consideration the framework has been reviewed and presented in the revised policy, **Attachment B**. It is recommended that Council categorise policies into two categories only as follows:

- Council Policy
- Administrative Policy

The Framework is designed to

- provide a structured and coordinated approach to developing policies, procedures and other documents
- ensure that policies comply with legislation and align with Councils strategic direction
- provide the community with access to and engage them in the development and review of policy
- maintain the minimum policy necessary for sound business practices
- support quality assurance and continuous improvement

The new policy objectives support community engagement as a key consideration in the development of policy noting that community engagement must be conducted in line with Council's Community Consultation Policy No. 025. It is also highlighted in the framework as key input into policy development.

CONSULTATION PROCESS

In mid-2015, Middle Management was requested to provide feedback on the current process for developing Policies. Two Middle Managers responded.

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

- Senior Community Engagement Officer
- Committee Administrator

Much work has also been undertaken in conjunction with Records Manager on system development and data cleansing.

POLICY IMPLICATIONS

The outcomes of this Policy Review have no substantial impact on other policy. There are however some administrative improvements that can be undertaken to enable a more responsive policy framework overall.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications in relation to this policy.

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 REPORT NUMBER: 16TC0036 VG:ph
 SUBJECT: REVIEW OF POLICY NO. 032 - POLICY FRAMEWORK

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

There are no Risk, Legal or Legislative implications in relation to this policy.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications in relation to the policy.

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: Policy No. 032 - Policy and Procedures Framework (current)
Attachment B: Policy No. 032 - Policy Framework (new version)

Title: Policy and Procedures Framework

Policy No: 032

Adopted By: Council

Next Review Date: 23/02/2014

Responsibility: Chief Executive Officer

Document Number: 2118362

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

1. Policy Summary

This Policy establishes a Policy and Procedures Framework incorporating a policy hierarchy, a template for the preparation of new policies and methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

2. Policy Objectives

The objectives of the Council's Policy and Procedures Framework are to:

- 2.1. Develop a holistic and hierarchical policy and procedural framework which logically accommodates all of Council's policies and underlying procedures to guide effective decision-making and service delivery.
- 2.2. Create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council's values.
- 2.3. Establish a common standard for the development of policy and procedure including the collection of adequate information to support implementation and review.
- 2.4. Establish controls for the management and retention of the Council's policies within the Council's electronic document management system (EDMS).

- 2.5. Establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through the Council's electronic document management system (EDMS).

3. Background

The purpose of the Policy and Procedures Framework is to contribute to the consistency, clarity, transparency and accountability of the Council's decision-making processes and in the delivery of services. This will be achieved by providing a mechanism whereby Elected Members and staff create and access a comprehensive collection of the current Council and administrative policies and procedures.

The Framework will apply to all Council and administrative policies and procedures.

City of Darwin is committed to maintaining a robust and integrated Corporate Governance Framework that will assure stakeholders that the City is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

The operational aspects of policies should be separated and detailed in a procedural format to provide a consistent and accountable framework for service delivery.

4. Policy Statement

The following Policy Framework is established.

Policy Framework

Category	Approval Source	Comment
Governance	Council	<p>Mandatory policy required by legislation AND policies established by Council for the guidance or direction of the organisation and/or to complement the 'Evolving Darwin Towards 2020' Plan.</p> <p>For ease of reference these are grouped into common subject headings:</p> <ul style="list-style-type: none"> • Animal Management • Cemetery Management • Climate Change and Environment • Community and Cultural Services • Council Property • Economic Development • Elected Members • Financial Management • Governance • Human Resources • Land Use Planning • Meeting Procedures • Public Library • Recreation, Parks and Reserves • Regulatory • Roads, Traffic, Car Parking and Walkways • Sister Cities • Waste Management <p>N.B. This list is indicative and has been drawn from current Council policies; it is not intended as a holistic listing of those areas where Council policies may be potentially required now or in the future and may be varied as work progresses.</p>

Category	Approval Source	Comment
Corporate	Chief Executive Officer or Chief Officers Group	<p>Policies introduced by the Chief Executive Officer and/or adopted by Chief Officers Group to guide and direct staff. For convenience of use these are broken into sub-categories.</p> <ul style="list-style-type: none"> • Administrative/Financial • Human Resource • Workplace Health & Safety • Asset Management • Information Technology • Corporate Information and Knowledge • Contracts and Procurement
Departmental	General Manager in charge of Department	Policies adopted by the General Manager to direct Department or work group

It is acknowledged that some policies, while administrative in nature, also fall within the ambit of Council – e.g. Fraud and Privacy Policies. Decisions as to whether these policies are endorsed by the Chief Executive Officer/Chief Officers Group or Council are to be made on a case by case basis.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent.

Policies may be supported by Guidelines and or Procedures which direct organisational action.

5. Writing and Reviewing Policies

5.1. **Format**

All policies shall be presented in a standard format and will include:

- Policy Summary
- Policy Objectives
- Background
- Legislation, Terminology and References
- Implementation and Delegation; and
- Evaluation and Review.

A policy template is attached.

5.2. Writing New Policies

Step 1 RESEARCH	Undertake research, review legislation, existing policies (which may require amending) and best practice. Informally consult with other work groups which may be affected.								
Step 2 DRAFT	Draft document. Council and Administrative Policies have a number of different audiences (i.e. Elected Members, management, staff, community, regulators, media, etc) and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective audiences The standard template must be used. Refer Attachment to this Policy.								
Step 3 CONSULTATION	For all corporate policies and those requiring consideration by Council. <ul style="list-style-type: none"> - First, submit to relevant General Manager for approval to seek comment. - Second: <ul style="list-style-type: none"> - Human Resource policies to be submitted to DCC Consultative Committee for consideration - OH&S policies to be submitted to OH&S Committee for consideration. - Policies that may have an impact on other Departments to be submitted to relevant General Manager's for consideration. <p>Draft policy reviewed and updated in light of comments and resubmit to responsible General Manager for in principle approval.</p>								
Step 4 APPROVAL	The approval process is as follows: <p>Departmental policies submitted to relevant General Manager for final approval.</p> <ul style="list-style-type: none"> - Corporate policies submitted to Chief Officers Group for final approval. - Governance and Legislative policies submitted to Chief Officers Group for approval. If approved by Chief Officers Group, Governance and Legislative policies submitted to Council for formal endorsement. <p>Policies for endorsement by Council should be submitted as an attachment to a report. The report's recommendation, should include the following:</p> <p><i>"THAT the (insert subject)Policy as contained in Attachment to Report Number 09TC0074 be adopted as Council Policy".</i></p>								
Step 5 RECORDING	Once adopted, the Executive Services Unit (or relevant General Manager in the case of Departmental Policies) will ensure that the adopted policy has a unique identifier. <p>New policies are then to be forwarded to the Manager Strategy and Outcomes (MSO) for assignment of policy number and inclusion in the policy database.</p> <table> <thead> <tr> <th>Policy Category</th><th>Responsibility</th></tr> </thead> <tbody> <tr> <td>Governance</td><td>MSO</td></tr> <tr> <td>Corporate</td><td>MSO</td></tr> <tr> <td>Departmental</td><td>Relevant General Manager</td></tr> </tbody> </table>	Policy Category	Responsibility	Governance	MSO	Corporate	MSO	Departmental	Relevant General Manager
Policy Category	Responsibility								
Governance	MSO								
Corporate	MSO								
Departmental	Relevant General Manager								

Step 6 IMPLEMENTATION	<p>Once adopted the Chief Executive Officer or relevant General Manager will be responsible for implementing the policy.</p> <p>Depending upon the policy this may necessitate:</p> <ul style="list-style-type: none"> - Advice to staff - Media releases - Drafting of complementary policies, or detailed operational Procedures, etc
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5.3. *Reviewing Existing Policies*

Policies will be reviewed as follows:

Governance	During each Council term in line with any reviews to the Strategic Plan or when there is a change to circumstances or legislation.
Corporate	During each Council term in line with any reviews to the Strategic Plan or when there is a change to circumstances or legislation.
Departmental	During each Council term in line with any reviews to the Strategic Plan or when there is a change to circumstances or legislation.

Individual policies may be reviewed more frequently if circumstances warrant.

When reviewing policies, the steps set out for writing new policies should be followed.

After each Council election, the Chief Executive Officer will establish a program for the review of all Governance policies during the term of the new Council.

All staff will be invited to comment on current policies as part of the review process.

The review process will be initiated by the Manager Strategy and Outcomes who will maintain the Policy Database.

6. Legislation, terminology and references

6.1. Policy

A policy is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or, principles of acceptable behaviour and action. The policies provide the overall framework in which the Council operates.

Policies are developed at two distinct levels:

- *Council Policies:* those policies that support the work of Council, some of which may be required by legislation and are created by a resolution of Council; and
- *Administrative Policies:* those policies that support the work of the Chief Executive Officer and are created by a decision of the Chief Executive Officer or Chief Officers Group.

It should be noted, however, that some policies, while administrative in nature, also fall within the ambit of Council – i.e. the Procurement Policy. Decisions as to whether these policies are endorsed by Chief Executive Officer/Chief Officers Group or Council are to be made on a case by case basis. Some policies of this type may also include operational procedures.

The creation of Council Policy can frequently bring about the creation of a lower level Administrative Policy to more specifically guide staff in the application of the Council's intent.

Both Council and Administrative Policies have a number of different audiences (i.e. Elected Members, management, staff, community, regulators, media, etc) and care will need to be taken to frame policy pronouncements in an appropriate tone and style for the respective audiences.

6.2. Guidelines

Set parameters geared to implementing policy or complying with the law within which procedural choices may be made.

Guidelines:

- Are advisory steps;
- Must be supportive of laws and corporate policies;
- Respond to corporate policy and/or laws in a way that reflects corporate principles;
- Are a way of enhancing efficiency (best-practice and continuous improvement) and alignment (consistency).

6.3. Procedures

Procedures are more stringent rules for action. Procedures define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.

Procedures set parameters, geared to implementing policy or complying with legislation, about which choices may not be made.

Procedures:

- Are mandatory steps (processes, templates etc);
- Must be supportive of laws and corporate policies;
- Respond to corporate policy and/or laws in a way that reflects corporate principles;
- Is a way of ensuring uniformity of behaviour across the organisation; and
- Ensures consistency and continuity of services.

6.4. Strategies

Strategies form the master plan for how objectives will be achieved. These can be developed at the corporate, business unit or functional levels e.g. Asset Management Plans. The Policy and Procedure Framework does not intend to record or classify strategies but plan developers should be aware that elements of policy and procedure are often incorporated into strategies. These elements should be distilled from the approved strategies and translated into the standard formats to maintain the completeness of the Framework.

7. Implementation and Delegation

7.1. Responsibilities

Council

Sections 11, 12 and 13 of the Local Government Act set out the statutory 'Role, Functions and Objectives' of the Council. Establishing Policies is one of the key mechanisms by which the Council carries out its statutory responsibilities.

The role of the Council is therefore to determine Council's policies and be knowledgeable of policy precedents to ensure a complementary Council policy environment.

Audit Committee

Must be satisfied that at minimum, the Council has adequate systems in place to ensure the maintenance of an appropriate control and compliance framework for the Council.

Chief Officers Group

Led by the Chief Executive Officer, determine the Council's Administrative policies and be knowledgeable of the Council and Administrative policy precedents to ensure a complementary organisational policy environment.

Chief Executive Officer

Section 101 of the Local Government Act provides that the Chief Executive Officer is responsible to the Council for, inter alia, ensuring 'that the council's policies, plans and lawful decisions are implemented'. The Chief Executive Officer is also responsible for ensuring that the Council has appropriate administrative policies and procedures to ensure services are delivered with accountability and due diligence.

General Managers, Managers and Staff

Ensure that Council and Administrative policies and procedures are developed and maintained in accordance with this Framework and to be knowledgeable of, and act in accordance with, the policy and procedural environment.

Records Management

Provide the EDMS system, consultancy, education and training to facilitate the classification of policies and procedures within an established file referencing hierarchy, and to establish universal accessibility and appropriate document management and retention.

Manager Strategy & Outcomes

Manage the implementation of the Framework including the policy development and review timetable and provide a quality assurance and moderation service in relation to the development of policies and procedures.

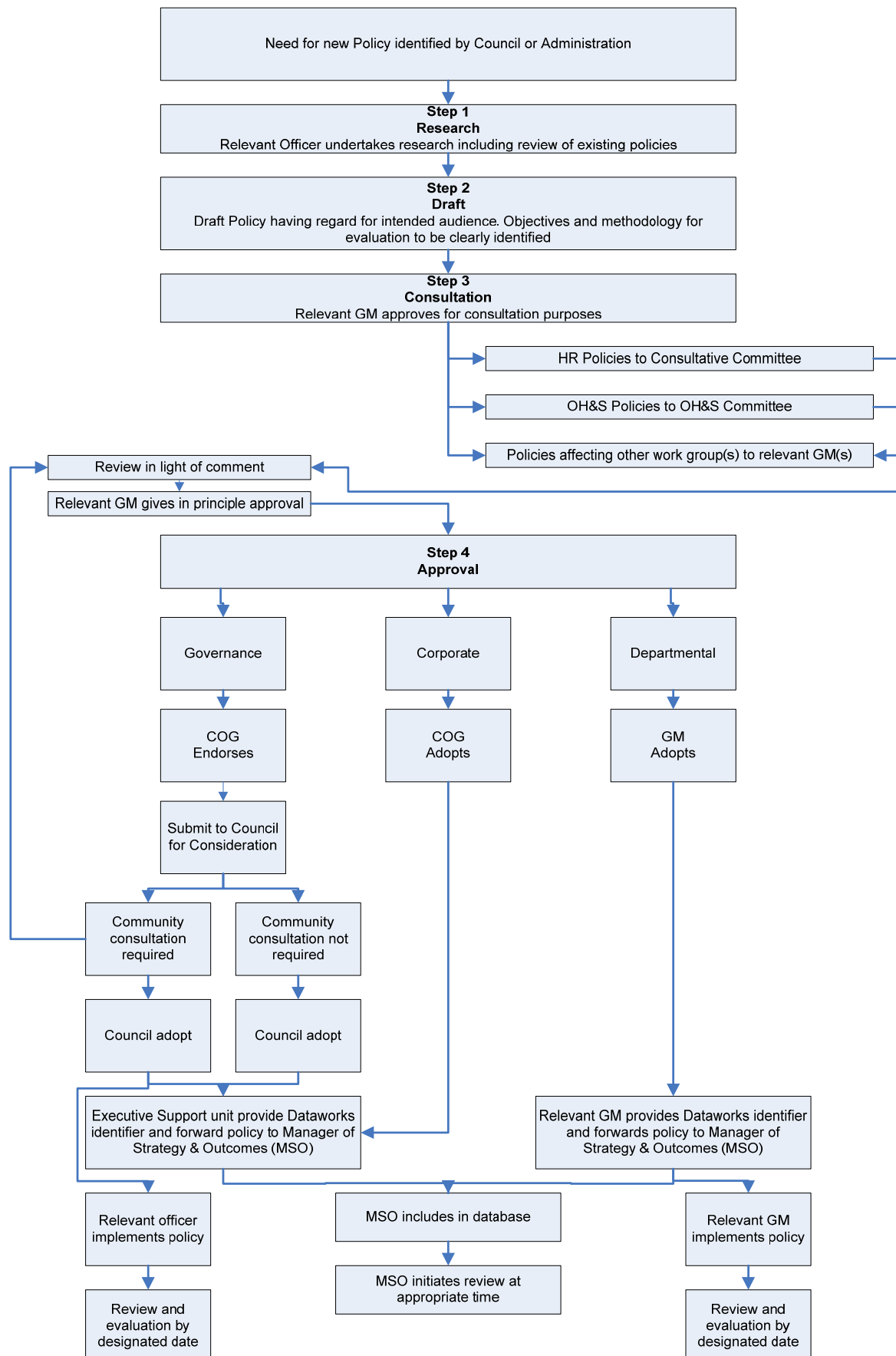
7.2. Delegation

The Council delegates to the Chief Executive Officer the authority to determine those matters that need to be referred to Council for adoption.

8. Evaluation and Review

Performance measures for monitoring the effectiveness of the Council Policy and Procedures Framework are:

- Extent to which the programmed policy initiatives are delivered;
- Availability and currency of strategy and Council policy documents covering all the major areas of interest on the City of Darwin web site;
- Availability and currency on the intranet policy database of all operating procedures and guidelines necessary to give effect to Council strategies and policies; and
- Consistency of terminology and format of policy documents.



ATTACHMENT B

Title	Policy Framework
Policy No:	032
Adopted By:	Council
Next Review Date:	30/06/2020
Responsibility:	Chief Executive Officer
Document Number:	2118362

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	Current Review	Current Review	Removed procedure from policy and created separate document.

1 Policy Summary

Sound and robust policies and procedures are fundamental to achieving the City of Darwin *Evolving Darwin Strategic Plan*. The Policy Framework fosters the environment in which policies, procedures and other documents can be developed and managed in an effective, efficient and consistent manner.

2 Policy Objectives

To establish a framework for developing, approving, reviewing, implementing and managing Council policy in a way that

- Ensures policies, procedures and other documents support decision making
- Demonstrates Council is open, responsive and accountable in its decision making and adopts policy that supports the implementation of its Strategic Plan
- Policy responds to the needs, interests and aspirations of the community for the delivery of services in the City
- Ensures the use of council resources fairly, effectively and efficiently
- Demonstrates the relationship between Council Policy and Administrative Policy
- Provides easy access for the community and staff to all council policy documents

3 Background

The setting and review of policy are prime responsibilities of the Council and Chief Executive Officer as outlined in the Local Government Act NT ('the Act') and consideration needs to be given to the roles, functions and objectives of Council and the Chief Executive Officer as outlined in the Act.

This Policy for establishing a framework for the development of Council Policy and Procedures is needed to ensure a clear, consistent and sound basis for the initiation, review and managing of Council policy documents.

Policy and procedure support the implementation of Council's *Evolving Darwin Towards 2020 Strategic Plan* and other Council plans and assist Council to meet its obligations with legislation.

4 Policy Statement

The City of Darwin will apply a consistent and strategic approach to developing policy and procedure through the application of the following principles:

- 4.1 Policy and procedure are developed taking into account the broader legislative and strategic environment including Strategic and Municipal Plans, existing policy and other long term plans.
- 4.2 Community engagement will be a key consideration in the development of policy and must be conducted in line with City of Darwin Policy No. 025 Community Consultation.
- 4.3 The development and adoption of policy and procedure will consider cost implications and need for ongoing resource allocation.
- 4.4 Procedures and administrative processes will be implemented that support a common, consistent and timely process for the development, review and implementation of policy and procedures.
- 4.5 Existing policy will be considered for amendment prior to any new policy being developed and endorsed.
- 4.6 All policy documents will be reviewed as a minimum once per term of Council.
- 4.6 The City of Darwin Policy and Procedure Framework is attached as **Appendix A**.

5 Legislation, terminology, references and related documents

Legislation

Local Government Act NT

Terminology

A **Policy** is a formal statement of intent that mandates principles or standards that apply to the Council's governance and operations or to the practice and conduct of its staff. Those principles are derived from and shaped by the law and regulations that govern the Council, national standards and community expectations; and the vision, mission and values the Council articulates in its strategic plan.

Procedures assist in the implementation of council and administrative policies. A procedure may include a set of steps to be undertaken in implementing a policy and can relate to the whole of Council or a specific work unit. Such procedures describe how decisions or actions must be undertaken and should ideally include a flowchart to assist council staff in following any procedural steps.

Council Policy are statements made by the council (the elected body), to the Darwin community, that inform the community about Council's position on certain functions or aspects of operations and service delivery. They outline the intent of what the Council will do in a particular situation; or what the Council expects members of the community to do in a particular situation.

Administrative Policy is policy that outlines how the internal organisation is managed and relates to staff or the administration of Council business on a day to day basis and assists staff to achieve Council's strategic direction.

Executive Leadership Team includes the City of Darwin Chief Executive Officer, General Manager Corporate Services, General Manager Community and Cultural Services, General Manager Infrastructure Services and Executive Manager, Office of Chief Executive.

Staff includes council employees, contractors, volunteers and all others performing work on behalf of council.

Guidelines set out Council's requirement for, or prescription of, best or safe practice. They respond to policy and are principle based statements.

References

- City of Darwin Governance Framework
- *Evolving Darwin Towards 2020 Strategic Plan*
- City of Darwin Policy and Procedure Register

Related Documents

Procedure 0034 - Policy Framework

6 Implementation and delegation

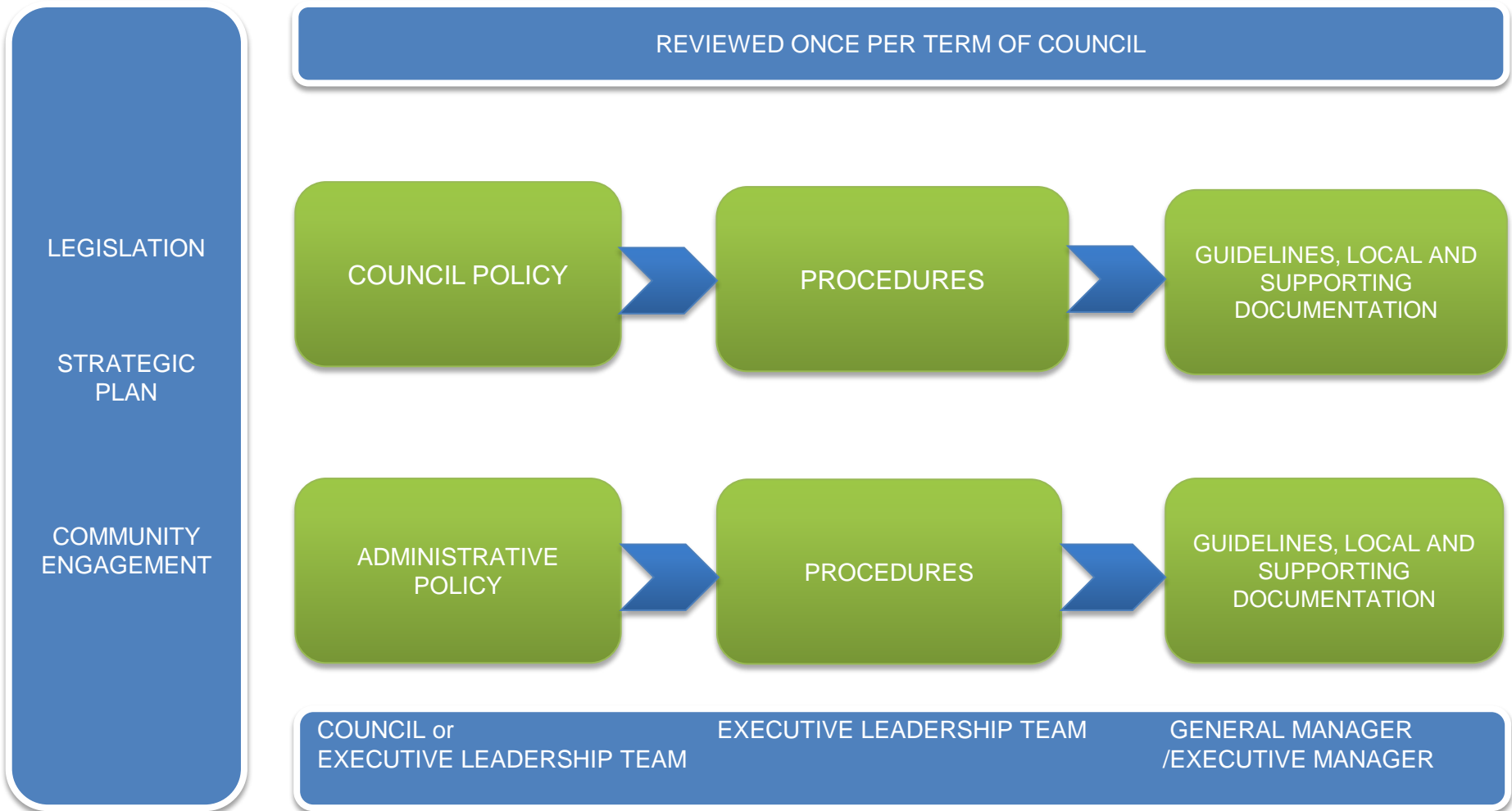
The Council and the Executive Leadership Team are responsible for ensuring that this policy is adhered to and understood.

The Strategy and Outcomes section is accountable for maintaining the currency and accuracy of this policy, associated procedures and processes for the development and implementation of policy and procedure across Council.

7 Evaluation and review

The policy will be reviewed once per Council term.

CITY OF DARWIN POLICY FRAMEWORK



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

AGENDA ITEM: 10.1.2

REVIEW OF POLICY NO. 047 – REGULATORY MISCELLANEOUS

REPORT No.: 16A0026 SG:mrg COMMON No.: 2078949

DATE: 22/08/2016

Presenter: Manager Regulatory Services, Steven Gatt

Approved: General Manager Corporate Services, Diana Leeder

PURPOSE

The purpose of this report is to recommend adoption of minor amendments to Policy No. 047 – Regulatory Miscellaneous.

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

- Policy No 047 – Regulatory Miscellaneous was due for review in October 2015.
- Amendments have been made to reflect changes in definitions for parking permits for service vehicles.
- Guidelines and conditions for permits have been removed and are listed in a separate procedure document able to be amended as required.

PAGE: 2
 REPORT NUMBER: 16A0026 SG:mrg
 SUBJECT: REVIEW OF POLICY NO. 047 – REGULATORY MISCELLANEOUS

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0026 SG:mp entitled Policy Review - City of Darwin Policy No. 047 - Regulatory Miscellaneous, be received and noted.
- B. THAT Council rescind City of Darwin Policy No. 047 – Regulatory Miscellaneous as attached to Report Number 16A0026 – **Attachment A**.
- C. THAT Council adopt City of Darwin Policy No. 047 – Regulatory Miscellaneous as attached to Report Number 16A0026 – **Attachment B**.

BACKGROUND

Policy No. 047 Regulatory Miscellaneous (the policy) establishes a framework for the administration of a number of Council's regulatory powers, namely:

- Handbills/Posters
- Loading Zone Permits
- Overhanging Vegetation
- Parking Permits – Reservation of Bays
- Parking Permits for Service Vehicles
- Regulatory Orders – Cyclone Hazards

The Policy was last reviewed and amended on the 11 October 2011.

DISCUSSION

The policy was due for review in October 2015.

Only minor amendments have been identified during a review of the policy. These relate to updating terminology for parking permits for service vehicles, clarification of which regulatory activities are covered by the policy and reordering the items covered. No changes requiring consultation have been made. Conditions of permits change from time to time to reflect operational and local environment context. These have been removed from the policy as they are printed on permits or provided with the permits when issued.

CONSULTATION PROCESS

This report was considered by the Executive Leadership Team on 26 April 2016 and is now referred to Corporate & Economic Development Committee for consideration.

POLICY IMPLICATIONS

Council's policies are expected to be reviewed every four years. In line with other policies reviewed operational procedures have been removed from the policy statement.

PAGE: 3
 REPORT NUMBER: 16A0026 SG:mrg
 SUBJECT: REVIEW OF POLICY NO. 047 – REGULATORY MISCELLANEOUS

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.

STEVEN GATT
MANAGER REGULATORY
SERVICES

DIANA LEEDER
GENERAL MANAGER
CORPORATE SERVICES

For enquiries, please contact Steven Gatt on 8930 0601 or email:
 s.gatt@darwin.nt.gov.au.

Attachments:

Attachment A: City of Darwin Policy N0. 047 – Regulatory Miscellaneous

Attachment B: Updated City of Darwin Policy N0. 047 – Regulatory Miscellaneous.

Title: **Regulatory - Miscellaneous**

Policy No: 047

Adopted By: Council

Next Review Date: 11/10/2015

Responsibility: CEO

Document Number: 2120113

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2	20\4492	11/10/11	Revision Adopted
3			
4			

1 Policy Summary

To establish a framework for the administration of a number of Council's regulatory powers, namely:

- Handbills/Posters
- Loading Zone Permits
- Overhanging vegetation
- Parking Permits – Reservation of Bays
- Parking Permits for Service Vehicles
- Regulatory Orders – Cyclone Hazards

2 Policy Objectives

To provide guidance to the public and staff in respect to Council's regulatory activities.

3 Background

Local Governments have the power to make local laws (by-laws) and Regulatory Orders for the good governance of the Council area and to protect the area from natural or other hazards and to mitigate against the effects of such hazards.

City of Darwin By-laws cover such functions as animal management, Council meeting procedures and facilities management whilst Regulatory Orders relate to visual pollution, mitigation of hazard or nuisance and animal management. Under other legislation the Council also manages parking and signs.

4 Policy Statement

Handbills/Posters

Persons, private companies or organisations may obtain permits to distribute handbills/posters in the Mall/Central Business District pursuant to City of Darwin By Law No. 97. Permits for the distribution of handbills and posters are issued in accordance with Council guidelines and such permits are subject to a deposit being paid to provide for litter control if necessary.

Distribution/display of electioneering material is not subject to a permit.

Loading Zone Permits

Council will permit restricted parking in loading zones in accordance with guidelines.

Loading zone permits may be issued to those persons who have a need to use loading zones, but do not own a commercial vehicle as defined in the Northern Territory Traffic Act and Regulations.

- Permits to be issued only to those persons who have a genuine need to service business houses from loading zones and do not own a commercial vehicle.
- Permit fees may be set by Council in conjunction with the annual review of the fees and charges.
- In an emergency permission to park in a loading zone may be obtained by contacting the Council.
- Council reserves the right to cancel a loading zone permit for any misuse of the system.
- Permits do not allow for the parking of a motor vehicle other than in accordance with the Traffic Regulations.
- Permits are not transferable.
- Permits must be displayed at all times on the lower left hand side of the windshield.
- Failure to display permits will result in infringement notices being issued.
- Permits must be removed prior to disposal of motor vehicles.

Overhanging Vegetation

Council will recover costs from the property owner for pruning of vegetation which overhangs the road reserve or walkway when the owner/occupier has not complied with Council's written request to remove the overhanging vegetation within the elapsed time indicated in Council's request.

Parking Permits – Reservation of Bays

Council will allow restricted parking bays to be reserved within the Municipality in accordance with the adopted guidelines.

The General Manager, Regulatory Services Manager and the Team Leader Customer Services may issue parking permits for reservation of parking bays within the Municipality.

Guidelines for the issue of permits for reservation of restricted parking bays:

- Permits will be issued only for commercial vehicles.
- Permits for vehicles other than commercial may be granted in exceptional circumstances at the discretion of the Regulatory Services Manager or General Manager Infrastructure.
- Permit fees will be set with Council's annual fees and charges.
- NT Government Services Authorities will be exempt from permit fees when carrying out maintenance work. (Refer to Local Government Act).
- In emergency situations permits may be obtained through Council's communications office at the Bishop Street Depot subject to confirmation of registration number, location and reason.
- Council reserves the right to withhold permits for whatever reason it sees fit.
- Conditions applied to parking permits:
 - Permits do not allow the parking of a vehicle other than in accordance with the Traffic Regulations.
 - No person will stand or park a vehicle in a public street in a prohibited parking area as defined in the Traffic regulations.
 - Permits are not transferable.
 - Permits must be displayed at all times. (On lower left hand side of the windscreen).
 - Failure to display permit will result in infringement notice being issued.

Parking Permits For Service Vehicles

Parking permits for on-street parking of service vehicles will be on a user-pays basis and will be issued subject to the following conditions:

- Permits do not allow the parking of a vehicle other than in accordance with the Traffic Regulations.
- No person will stand or park a vehicle in a public street in a prohibited parking area as defined in the Traffic Regulations.
- Permits are to be used only for the installation/maintenance or emergency repair to any plant and equipment belonging to a customer of that business/company or firm.
- Parking permits do not provide an alternative to any parking restrictions which are in force in the vicinity of applicants business/company or firm.
- Permits are not transferable.
- Current permits must be displayed at all times. (On lower left hand side of the windscreen). Expired permits will result in infringement notices being issued.
- Failure to display permit will result in infringement notices being issued.
- Permits must be removed prior to disposal/change of motor vehicle.
- Failure to remove permit sticker from the vehicle prior to disposal/change may result in no further permit being issued to that Owner/Company/Business.
- Permits valid for 12 months.
- Should more than one vehicle be required to be present at the one location Council must be notified of circumstances.
- Any mis-use of the permit system may result in that permit being cancelled.
- Permit only applies to one parking bay.
- Large vehicles or vehicles with trailers must obtain a special permit.

Regulatory Orders for Cyclone Hazards

Council will respond to complaints from residents or appropriate organisations in relation to hazards and potential hazards as and when they arise. Council will take into account individual circumstances, alternatives, resources and priorities of Council. This may or may not result in Council issuing a regulatory order. Council encourages residents to take a cooperative approach to such matters.

5 Legislation, terminology and references

The Local Government Act (and specifically Part 13.2 Regulatory Orders) and City of Darwin By-laws.

The Northern Territory Traffic Act and Regulations.

Title: **Regulatory - Miscellaneous**

Policy No: 047

Adopted By: Council

Next Review Date: 11/10/2015

Responsibility: CEO

Document Number: 2120113

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/10	Adopted
2	20\4492	11/10/11	Revision Adopted
3			

1 Policy Summary

To establish a framework for the administration of a number of Council's regulatory powers, namely:

- Handbills/Posters
- Loading Zone Permits
- Overhanging vegetation
- Parking Permits – Reservation of Bays
- Parking Permits for Service Vehicles
- Regulatory Orders – Cyclone Hazards

2 Policy Objectives

To provide guidance to the public and staff in respect to Council's regulatory activities.

3 Background

Council has the power to make by-laws and issue regulatory orders for the good governance of the Council area and to protect the area from natural or other hazards and to mitigate against the effects of such hazards.

City of Darwin By-laws cover such functions as animal management, public places activities, Council meeting procedures and facilities management whilst regulatory orders relate to visual pollution, mitigation of hazard or nuisance and animal management. This policy deals with specific regulatory activities in public places not addressed by other policies and with Council's use of regulatory orders on private property.

4 Policy Statement

Handbills/Posters

Persons, private companies or organisations may obtain permits to distribute handbills/posters in the Mall/Central Business District pursuant to City of Darwin By Law No. 97. Permits for the distribution of handbills and posters are subject to conditions included on the permit. Permits may require payment of a fee to provide for litter control if necessary. Permit fees will be set with Council's annual fees and charges.

Loading Zone Permits

Loading zone permits may be issued to those persons who have a need to service business premises from loading zones, but do not own a commercial vehicle as defined in the Northern Territory Traffic Act and Regulations. Permits are subject to conditions printed on/issued with the permit. Permit fees will be set with Council's annual fees and charges.

Parking Permits – Reservation of Bays

Permits for reservation of parking bays within the Municipality will be issued only for commercial vehicles and subject to conditions printed on the permit. Permits for vehicles other than commercial may be granted in exceptional circumstances at the discretion of the Regulatory Services Manager, General Manager Corporate Services or General Manager Infrastructure. Permit fees will be set with Council's annual fees and charges.

Parking Permits For Service Vehicles

Parking permits for on-street parking of service vehicles will be issued only for the installation/maintenance or emergency repair to any plant and equipment belonging to a customer of that business/company or firm. Permits are subject to conditions printed on the permit. Permit fees will be set with Council's annual fees and charges.

Overhanging Vegetation

Council will recover costs from the property owner for pruning of vegetation which overhangs the road reserve or walkway when the owner/occupier has not complied with Council's written request to remove the overhanging vegetation within the elapsed time indicated in Council's request.

Regulatory Orders

Regulatory orders are issued for cyclone hazards only. Council will respond to complaints from residents or appropriate organisations in relation to hazards and potential hazards as and when they arise. In determining whether to issue a regulatory order Council will take into account individual circumstances, alternatives, resources and priorities of Council.

5 Legislation, Terminology and References

- The Local Government Act (and specifically Part 13.2 Regulatory Orders) and City of Darwin By-laws.
- The Northern Territory Traffic Act and Regulations.

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

AGENDA ITEM: 10.1.3

REVIEW OF POLICY NO. 021 - REVENUE

REPORT No.: 16A0073 MC:je

COMMON No.: 2078949

DATE: 22/08/2016

Presenter: Manager Finance, Miles Craighead

Approved: General Manager Corporate Services, Diana Leeder

PURPOSE

The purpose of this report is to recommend incorporation of principles in relation to debt recovery and to make minor amendments to Council Policy No. 021 – Revenue.

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

- It is considered desirable for Council's policy in relation to debt recovery be publicly transparent.
- Rather than create an additional Council policy for debt recovery it would be appropriate to include it as an element within Policy number 021 - Revenue.
- This report recommends the adoption of a revised Policy number 021 which now addresses debt recovery policy.
- The details of debt recovery will continue to be managed by internal practices and procedures which lie within and do not contradict the Council's policy statement.
- The proposed policy helps public transparency but does not alter the fact that from time to time it will continue to be necessary to present reports to Council for decisions such as sale of land for unpaid rates.

PAGE: 2
 REPORT NUMBER: 16A0073 MC:je
 SUBJECT: REVIEW OF POLICY NO. 021 - REVENUE

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report number 16A0073 MC:je entitled Review Of Revenue Policy No. 021 - Revenue, be received and noted.
- B. THAT the current Policy No. 021 - Revenue in **Attachment A** be rescinded and the proposed Revenue Policy No. 021 - Revenue in **Attachment B** to Report number 16A0073 be adopted.

BACKGROUND

The current Policy No. 021 - Revenue (**Attachment A**) was adopted by Council on 30 September 2014, decision number 21\2657. It was listed as due for review on 30 September 2018. However this review has been brought forward in order to include improvements and public transparency particularly in relation to the principles of debt recovery that Council follows.

DISCUSSION

Debt recovery can be difficult but is a necessary exercise in any business. Council achieves excellent results evidenced by its annual KPIs. These results come through a combination of ratepayer cooperation and where necessary adhering to recovery procedures which are timely and professional.

It has been identified that the Council's Revenue Policy No. 021 would be enhanced by including the overarching principles that Council requires to be followed in practices and procedures.

Amendments to the policy are simply to create a clear statement of principles that Council is comfortable with and enable the public access to that information in the interests of transparency:

Debt recovery is based on the following principles:

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

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

PAGE: 3
 REPORT NUMBER: 16A0073 MC:je
 SUBJECT: REVIEW OF POLICY NO. 021 - REVENUE

Details of debt recovery will continue to be managed internally through established practices and written procedures with regular reporting to Council as required under the Local Government Act.

CONSULTATION PROCESS

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

- Team Leader Revenue

POLICY IMPLICATIONS

This report recommends changes to the current Policy No. 021 - Revenue.

BUDGET AND RESOURCE IMPLICATIONS

The recommendations in this report are not expected to require any significant additional budgets or resources.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The inclusion of Council's principles for debt recovery and other minor changes in the Revenue Policy should reduce risk, meet legislative requirements and assist public transparency.

ENVIRONMENTAL IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

MILES CRAIGHEAD
MANAGER FINANCE

DIANA LEEDER
GENERAL MANAGER
CORPORATE SERVICES

For enquiries, please contact Miles Craighead on 8930 0523 or email:
 m.craighead@darwin.nt.gov.au.

Attachments:

Attachment A: Amended Revenue Policy
Attachment B: Current Revenue Policy

Policy

Title:	Current Revenue Policy
Policy No:	021
Adopted By:	Council
Next Review Date:	30/09/2018
Responsibility:	General Manager Corporate Services
Document ID:	3248153

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

1 Policy Summary

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

2 Policy Objectives

To administer Council's system of levying rates and charges in accordance with the *Local Government Act*.

3 Background

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

4 Policy Statement

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

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

To provide future certainty for rate relief granted:

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

General Rate

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

Parking Local Rate

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

Waste Management Charges

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

Rebates and Concessions on Rates and Charges

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

Financial Hardship

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

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

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

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

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

Deferment Of Rates

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

Waiver Of Rates

Council will as a matter of course, pursuant to Chapter of the *Local Government Act*, waive that portion of any rates or charges in excess of the minimum rate for

properties occupied by organisations operating substantially for the benefit of the youth of the community.

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

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

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

Payment Arrangements

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

Interest On Rates And Charges In Arrears

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

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

Sale of property database information

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

Sale of land for unpaid rates

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

Reclassification of rateable land to non rateable

All requests from property owners/ratepayers for a parcel of land to be reclassified as non-rateable on a legislative basis must be provided to Council in

writing. These will be determined in accordance with the facts and legal requirements.

5 Legislation, terminology and references

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

6 Implementation and delegation

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

Writing off Interest or Fees Charged to Rates Accounts

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

Adjustment of Rates Levies

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

Approval for Reclassification of Rateable Land to Non-Rateable Land

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

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

7 Evaluation and review

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

Title: Revenue Policy

Policy No: 021

Adopted By: Council

Next Review Date: 30/06/2020

Responsibility: General Manager Corporate

Services Document ID: 3248153

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

1 Policy Summary

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

2 Policy Objectives

To administer:

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

3 Background

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

4 Policy Statement

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

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

To provide future certainty for rate relief granted:

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

General Rate

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

Parking Local Rate

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

Waste Management Charges

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

Rebates and Concessions on Rates and Charges

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

Financial Hardship

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

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

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

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

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

Deferment of Rates

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

Waiver of Rates

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

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

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

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

Payment Arrangements

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

Interest on Rates and Charges In Arrears

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

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

Sale of Property Database Information

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

Sale of Land For Unpaid Rates

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

Reclassification of Rateable Land To Non-Rateable

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

5 Revenue/Debt Recovery

Debt recovery is based on the following principles:

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

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

6 Legislation, terminology and references

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

7 Implementation and delegation

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

Writing Off Interest or Fees Charged to Rates Accounts

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

Adjustment of Rates Levies

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

Approval For Reclassification of Rateable Land to Non-Rateable Land

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

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

8 Evaluation and review

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

**ENCL: CORPORATE & ECONOMIC DEVELOPMENT
NO COMMITTEE/OPEN**

AGENDA ITEM: 10.1.4

FINANCIAL STATEMENTS 2016 - SOUTH AUSTRALIAN TEMPLATE

REPORT No.: 16A0093 MC:je

COMMON No.: 2251082

DATE: 22/08/2016

Presenter: Finance Manager, Miles Craighead

Approved: General Manager Corporate Services, Diana Leeder

PURPOSE

The purpose of this report is to seek Council's endorsement to voluntarily adopt the South Australian requirements for the preparation and presentation of its financial statements for the year ended 30 June 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

5.5 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

- There are significant inconsistencies across Northern Territory (NT) local governments in the presentation of audited annual financial statements.
- The Local Government Association of the NT (LGANT) Finance Reference Group resolved that NT council's should voluntarily adopt the South Australian (SA) template approach for the preparation of financial statements for the year ended 30 June 2016.
- It is expected that in due course the standardisation will be mandated.
- Council's endorsement is sought to voluntarily adopt the SA template approach for the preparation of its financial statements for the year ended 30 June 2016.
- Voluntary endorsement of SA requirements should not be detrimental to Council as it can provide additional or improved disclosures where it is considered necessary.

PAGE: 2
 REPORT NUMBER: 16A0093 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - SOUTH AUSTRALIAN TEMPLATE

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0093 MC:je entitled Financial Statements 2016 - South Australian Template, be received and noted.
- B. THAT Council endorse the voluntary adoption of the South Australian Local Government requirements for preparation and presentation of its financial statements for the year ended 30 June 2016.

BACKGROUND

There are no previous reports to Council on this matter.

DISCUSSION

There are various approaches used throughout local government in the NT to prepare annual financial statements. A degree of standardisation is considered beneficial.

The Finance Reference Group (FRG) is facilitated by the Local Government Association NT (LGANT). It supports the preparation of financial statements based on the SA requirements for preparation of financial statements for the year ended 30 June 2016. This is expected to be mandated in due course. There is an FRG working group set up focussing on the detailed issues.

In past years the City of Darwin has prepared its annual audited financial statements based on the State of Queensland requirements. The Queensland requirements are considered to be very professional and of a suitably high standard which Council's Finance staff and auditors have been comfortable with.

However there is the issue of agreeing and achieving a higher level of uniformity of approach across the NT which is considered beneficial overall. It is difficult for the NT to fully fund and resource standard requirements compared to other states and territories. Therefore there is some advantage in working with or basing requirements on those of another jurisdiction but with the specification of any differences to suit the NT environment.

The NT traditionally seems to have a strong relationship with SA. SA local government managers have been supportive and welcome NT involvement and the use of SA requirements as a basis for financial statement preparation.

Differences that might be necessary from the SA requirements have in some cases been tentatively identified by the working group but will become more apparent once there is more experience gained in working with these. Ideally these will be determined with appropriate consultation between FRG, LGANT and the Department of Local Government representatives prior to a mandated approach. The Local

PAGE: 3
 REPORT NUMBER: 16A0093 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - SOUTH AUSTRALIAN TEMPLATE

Government Accounting Advisory Committee should also have input in terms of advising the Minister.

A difference that has been generally identified and accepted this year is that NT would not early adopt the new disclosures on related parties (whereas it appears at this stage SA will - the standard AASB 124 "Related Party Disclosures", applies to not for profits from annual reporting periods beginning on or after 1 July 2016).

Another important issue is that the SA requirements would form a minimum approach but any council wishing to make additional disclosures may choose to do so. Even under the past approach based on Queensland requirements some disclosures have been modified and enhanced for the City of Darwin.

Council has staff representation on the FRG, the FRG working group, LGAAC, various other relevant committees and Council is a member of LGANT so that Council has input at appropriate times.

In conclusion the voluntary SA requirements should not be detrimental to Council as:

- Council can provide additional or improved disclosures where it is considered necessary.
- The Council's current provider of year end template based on Queensland requirements also provides one based on SA requirements and is aware of City of Darwin's site specific requirements.

CONSULTATION PROCESS

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

- Financial Accountant
- Management Accountant

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

- Council's Auditors
- LGANT Staff

POLICY IMPLICATIONS

The Council's endorsement of the voluntary adoption of the SA requirements for annual financial reporting for the year ended 30 June 2016 would become part of Council's accounting policies when the annual financial statements are finalised and presented.

The impact on other policies is not expected to be significant given both the Queensland and South Australia requirements are substantially based on the accounting standards.

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 REPORT NUMBER: 16A0093 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - SOUTH AUSTRALIAN TEMPLATE

Where there are any doubts the approach should comply with the accounting standards but not be inconsistent with the SA requirements.

BUDGET AND RESOURCE IMPLICATIONS

There will be some extra effort and resourcing to move across from the current approach to the SA basis but this is expected to be able to be managed within budget. For example previous year comparatives will need some extra consideration to make sure the comparisons are valid.

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.

MILES CRAIGHEAD
FINANCE MANAGER

DIANA LEEDER
GENERAL MANAGER
CORPORATE SERVICES

For enquiries, please contact Miles Craighead on 8930 0523 or email:
 m.craighead@darwin.nt.gov.au.

**ENCL: CORPORATE & ECONOMIC DEVELOPMENT
NO COMMITTEE/OPEN**

AGENDA ITEM: 10.1.5

FINANCIAL STATEMENTS 2016 - LAND UNDER ROADS

REPORT No.: 16A0094 MC:je

COMMON No.: 2251082

DATE: 22/08/2016

Presenter: Manager Finance, Miles Craighead

Approved: General Manager Corporate Services, Diana Leeder

PURPOSE

The purpose of this report is to advise the Committee in relation to the revaluation of land under roads for accounting purposes.

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

- Land under roads was first recognised by Council in its financial statements as at 30 June 2014.
- The audited Financial Statements for the year ended 30 June 2015 indicated that the asset class Land Under Roads would be revalued as at 30 June 2016 in line with other Council Land and Building asset revaluation cycles.
- It has now been identified that from a resourcing point of view it will be more desirable to revalue this class as at 30 June 2017 in line with other road and infrastructure assets.

PAGE: 2
 REPORT NUMBER: 16A0094 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - LAND UNDER ROADS

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 16A0094 MC:je entitled Financial Statements 2016 - Land Under Roads, be received and noted.
- B. THAT the asset class Land Under Roads be revalued 30 June 2017 and thereafter at three yearly intervals.

BACKGROUND

Land under roads was first recognised by Council in its audited financial statements as at 30 June 2014.

DISCUSSION

The audited Financial Statements for the year ended 30 June 2015 indicated that the asset class Land Under Roads would be revalued as at 30 June 2016 in line with other Council Land and Building asset revaluation cycles.

It has now been identified that from a resourcing point of view it will be more desirable to revalue this class as at 30 June 2017 in line with other roads and infrastructure assets.

However a departure from statements made in an adopted set of audited financial statements should ideally be endorsed by Council in advance of making that change. This report seeks that endorsement.

CONSULTATION PROCESS

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

- Management and Assets Accountants

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

- Council's Auditors

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

The proposal to revalue the Asset Land Under Roads will not be practicable this year and will in any case fit well with the roads and other infrastructure revaluation next year.

PAGE: 3
 REPORT NUMBER: 16A0094 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - LAND UNDER ROADS

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

AASB 116 Property, Plant and Equipment in paragraph 31 requires as follows:

“Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.”

It should be noted that Land Under Roads is a relatively minor class of assets and does not affect the Statement of Income as there is no annual depreciation expense calculation. Deferring for another year is not considered to have a material effect on asset values (relative to total assets) nor the income statement.

Furthermore it will still be revalued within 3 years which is considered generally accepted practice.

ENVIRONMENTAL IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

MILES CRAIGHEAD
MANAGER FINANCE

DIANA LEEDER
GENERAL MANAGER
CORPORATE SERVICES

For enquiries, please contact Miles Craighead on 8930 0523 or email:
 m.craighead@darwin.nt.gov.au.

OPEN SECTION

CEDC8/8

Corporate & Economic Development Committee Meeting – Monday, 22 August 2016

10.2 OFFICERS REPORTS (RECEIVE & NOTE)

**ENCL: CORPORATE & ECONOMIC DEVELOPMENT
NO COMMITTEE/OPEN**

AGENDA ITEM: 10.2.1

FINANCIAL STATEMENTS 2016 - REVALUATION OF LAND & BUILDINGS

REPORT No.: 16A0095 MC:je

COMMON No.: 2251082

DATE: 22/08/2016

Presenter: Finance Manager, Miles Craighead

Approved: General Manager Corporate Services, Diana Leeder

PURPOSE

The purpose of this report is to advise the Committee of the outcomes from the revaluation of land and buildings for accounting purposes as at 30 June 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

5.5 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 re-values its land and building assets class (which does not include land under roads) at least every three years in order to comply with the accounting standards.
- Competitive quotes were sought and on this occasion the firm AssetVal was engaged to carry out the revaluation.
- The revaluation carried out during 2015/2016 is now due to be included in the annual financial statements as at 30 June 2016.
- Finance staff have initially reviewed the revaluation data.
- The revaluation will be subject to the usual audit processes and for that purpose Council's auditors are authorised to have direct discussions with the provider of the revaluation.

PAGE: 2
 REPORT NUMBER: 16A0095 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - REVALUATION OF LAND & BUILDINGS

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 16A0095 MC:je entitled Financial Statements 2016 - Revaluation of Land & Buildings, be received and noted.

BACKGROUND

There are no preceding reports or decisions on the 2015/2016 revaluation of land and buildings.

DISCUSSION

The overall land and building revaluation increments and decrements for the year ended 30 June 2016 are as follows (indicative - unaudited):

Asset class	Fair Value 30/6/2016	Revaluation Increment (-decrement)	Revaluation Increment (-decrement)
	\$'000	\$'000	%
Land & improvements	336,082	-58,322	-17.4%
Buildings	67,962	6,013	8.8%
Total land & buildings	404,044	-52,309	-12.9%

Overall the revaluation is a decrement of 12.9%. This is caused by various factors including the less active market in the current economy.

Other notable issues include:

Parap Pool (kiosk, toddlers and main pools): Finance review has identified that fair value is affected by the decision to replace it with a pool that meets modern international competitive requirements. One more year of remaining life is allowed for and the rest of the previous value is being considered for adjustments as decrements through the revaluation reserve to the extent permitted. If it is necessary to process the entire decrement through the Statement of Income the amount is expected to be about \$1M.

Other pools are assumed to have a total life of 50 years from date of commissioning with up to 20 years remaining life.

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 REPORT NUMBER: 16A0095 MC:je
 SUBJECT: FINANCIAL STATEMENTS 2016 - REVALUATION OF LAND & BUILDINGS

Componentisation of buildings: in accordance with the accounting standards separate components have been recognised in this revaluation where the values are significant and the lives of the components differ significantly from each other. For example separate components include items such as sub structure, super structure finishes, fittings and services.

East Point Reserve: revaluation concludes that the values should reflect the current use/intentions not the possibility that the reserve might be rezoned for development. Fair value of land in this case decreases by \$28.93M from \$48M to \$19.97M.

Darwin Entertainment Centre: \$6.1M of fair value is assigned against land value and \$9.3M to depreciable building. This differs from the previous revaluation which did not assign anything to land.

Valuation basis: mainly level 3 inputs such as replacement value of buildings. For example even though car parks have some semi commercial pricing they were valued on the basis that the Council is a provider of parking as a public service whether or not it is commercially viable. However some assets such as land and commercial leases were valued on the level 2 basis being observable market data for similar properties.

CONSULTATION PROCESS

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

- Management Accountant

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

- AssetVal
- Council's Auditor

POLICY IMPLICATIONS

This report does not propose any significant policy changes.

BUDGET AND RESOURCE IMPLICATIONS

This report does not propose any significant changes to resourcing or budgets. The quote accepted for the revaluation did lead to some savings.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

There are risks of over or understating the values which might have material effects on the depreciation expense. This is addressed by using suitably qualified valuers and having a review process.

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REPORT NUMBER: 16A0095 MC;je
SUBJECT: FINANCIAL STATEMENTS 2016 - REVALUATION OF LAND & BUILDINGS

ENVIRONMENTAL IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

MILES CRAIGHEAD
FINANCE MANAGER

DIANA LEEDER
GENERAL MANAGER
CORPORATE SERVICES

For enquiries, please contact Miles Craighead on 8930 0523 or email:
m.craighead@darwin.nt.gov.au.

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

AGENDA ITEM: 10.2.2

**REGISTER OF ELECTED MEMBERS' PROFESSIONAL DEVELOPMENT EXPENDITURE
2015/2016**

REPORT No.: 16TC0045 MB:sv COMMON No.: 315321

DATE: 24/08/2016

Presenter: Executive Assistant to The Lord Mayor, Sally Vasey

Approved: Acting Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to present the Register of Elected Members' Professional Development Expenditure 2015/2016.

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 Expenditure 2015/2016

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0045 MB:sv entitled Register of Elected Members' Professional Development Expenditure 2015/2016, be received and noted.

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 REPORT NUMBER: 16TC0045 MB:sv
 SUBJECT: REGISTER OF ELECTED MEMBERS' PROFESSIONAL DEVELOPMENT
 EXPENDITURE 2015/2016

BACKGROUND

Nil.

DISCUSSION

Nil

CONSULTATION PROCESS

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

- Scott Jennings, Financial Accountant

This report is now referred to Corporate and Economic Development Committee for consideration.

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
 Expenditure 2015/2016

Report Professional Development - Elected Members 2015/2016

Each Members of the Council may access up to \$3650.50 (as per the 2015/2016 Municipal Plan) to attend an appropriate and relevant conference or training course. This will cover travel, conference fees, meals and accommodation.

Elected Member	Expenditure as of 30/06/2016	Balance Remaining
Lord Mayor Fong Lim 24618	\$3,581.59	\$53.91
Alderman Palmer 32711	\$0.00	\$3,635.50
Alderman Young 32712	\$3,441.00	\$194.50
Alderman Niblock 24610	\$1,955.00	\$1,680.50
Alderman Elix 22543	\$0.00	\$3,635.50
Alderman Knox 22544	\$330.41	\$305.09
Alderman Worden 24609	\$0.00	\$3,635.50
Alderman Mitchell 22549	\$0.00	\$3,635.50
Alderman Haslett 24614	\$3,161.41	\$474.09
Alderman Glover 31011	\$3,432.32	\$203.18
Alderman Lambert 22546	\$953.70	\$2,681.80
Alderman Lambrinidis 24612	\$3,432.32	\$203.18
Alderman Want de Rowe 24611	\$0.00	\$3,635.50

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

AGENDA ITEM: 10.2.3

**REGISTER OF INVITATIONS ACCEPTED AND DECLINED BY THE LORD MAYOR AND
REPRESENTATIVE FROM APRIL TO JUNE 2016**

REPORT No.: 16TC0050 MB:sv COMMON No.: 1381402

DATE: 22/08/2016

Presenter: Sally Vasey, Executive Assistant to the Lord Mayor

Approved: Mark Blackburn, Executive Manager

PURPOSE

The purpose of this report is to present the register of invitations accepted and declined by the Lord Mayor and Representative from April to June 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 declined by the Lord Mayor or Representatives

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 16TC0050 MB:sv entitled Register of Invitations Accepted and Declined by the Lord Mayor and Representative from April to June 2016, be received and noted.

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 REPORT NUMBER: 16TC0050 MB:sv
 SUBJECT: REGISTER OF INVITATIONS ACCEPTED AND DECLINED BY THE LORD
 MAYOR AND REPRESENTATIVE FROM APRIL TO JUNE 2016

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

Attachments:

Attachment A: Invitations Accepted and Declined by the Lord Mayor and Representative from April to June 2016

Invitations Accepted by Lord Mayor or Representative during April 2016					
Date	Time	Invitee/Company	Function	Venue	Attended By
02/04/2016	6:30pm	Hon Consulate General of Greece The Hon John Anictomatis AO and President of the Greek Orthodox Community of Northern Australia Inc Mr Nicholas Poniris	Greek National Day of Independence	Kalymnian Brotherhood Hall	Lord Mayor Katrina Fong Lim
03/04/2016	9:30am	President of the Greek Orthodox Community of Northern Australia Inc Mr Nicholas Poniris	Greek National Day of Independence wreath Laying service	Saint Nikolaos Greek Orthodox Church Cavenagh Street	Deputy Lord Mayor Kate Worden
03/04/2015	4:30pm	The Deputy Chief Minister The Hon Peter Styles MLA	Welcome Reception for the Association of the Southeast Asian Nation's Heads of Mission	Members and Guest Lounge Parliament House	Lord Mayor Katrina Fong Lim
05/04/2016	6:30pm	The Deputy Chief Minister The Hon Peter Styles MLA	Dinner in Honour of the Association of Southeast Asian Nations' Heads of State	Pee Wee's at the Point, Alec Fong Lim Drive East Point Reserve	Lord Mayor Katrina Fong Lim
06/04/2016	5:30pm	The Honourable John Elferink MLA Minister for Health	Reception to Celebrate the 30th Anniversary of the Northern Territory Aids and Hepatitis Council	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim
06/04/2016	6:00pm	The Honourable Peter Styles MLA Deputy Chief Minister and Minister for Business	Reception for the Australian Institute of Company Directors' NT Graduation	Members and Guest Lounge Level 4 Parliament House	Lord Mayor Katrina Fong Lim
06/04/2016	5:30pm	The Honourable John Elferink MLA Minister for Health	30th Anniversary of the Aids and Hepatitis Council	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim
09/04/2016	5:15pm	Jenny Santhosh President Darwin Malayalee Association Inc	Easter and Vishu Celebrations	Filipino Community Centre	Lord Mayor Katrina Fong Lim
09/04/2016	6:30pm	Shanthi Anandarajah Tamil Society President	Tamil Cultural Dinner Dance 2016	Cyprus Community Hall Batten Road Marrara	Lord Mayor Katrina Fong Lim
10/04/2016	8:00am	Alex Inggs Darwin Melanoma March	Melanoma March	Bicentennial Park Darwin	Lord Mayor Katrina Fong Lim
10/04/2016	5:00pm	Audrey Ko President of the Buddhist Society of the Northern Territory Incorporated	International Food Fair	Open Pavillion 37 Parkside Crescent Leanyer	Lord Mayor Katrina Fong Lim
13/04/2016	10:30am	Anglicare NT, David Pugh Executive Officer	Couch Surfing Event - Youth Homelessness Matters Day	Parliament House Car Park	Alderman Simon Niblock
13/04/2016	6:00pm	The Hon Gary Higgins MLA Minister for Primary Industries and Fisheries	Presentation of the Rural Industries Research and Development Corporation's Rural Women's Award 2016	Members and Guest Lounge Parliament House	Acting Lord Mayor Kate Worden
15/04/2016	9:45am	The Honourable John Elferink MLA Minister for Children and Families	Announcement and Morning Tea for Barnardos Mother of the Year 2016 Northern Territory	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
16/04/2016	10:00am	His Worship the Mayor of Palmerston Ian Abbott	Freedom of Entry & Granting of Entry to the 8/12 Regiment, Royal Australian Artillery	Goyder Square Palmerston	Lord Mayor Katrina Fong Lim

16/04/2016	11:00am	The 8/12th Regiment Royal Australian Artillery	Morning Tea following the Freedom of Entry and Granting of Entry Parade	Five Ash Drive Palmerston	Lord Mayor Katrina Fong Lim
17/04/2016	12:30pm	Ron Mitchell, Multicultural Council Northern Territory	Burmese Thingyan Water Festival	Jingili Water Gardens	Lord Mayor Katrina Fong Lim
17/04/2016	5:30pm	Chief Minister of the Northern Territory The Hon Adam Giles MLA	Red Carpet Investor Forum	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
20/04/2016	8:00am	Eva Daly Group Communications Manager Spotlight	Official Opening of the New Spotlight Store	Jape Homemaker Village	Lord Mayor Katrina Fong Lim
20/04/2016	6:30pm	Darwin Deckchair Cinema	Opening Night of the 2016 Season	Darwin Deckchair Cinema	Alderman Kate Worden Chair Community and Cultural Services Committee
21/04/2016	2:00pm	Nightcliff Middle School	Nightcliff Middle School Assembly to present book	Nightcliff Middle School	Alderman Simon Niblock Chair Environment and Infrastructure Committee
22/04/2016	9:30am	Trevor Read Principal Darwin High School	ANZAC Day Assembly	Darwin High School The Pavilion	Lord Mayor Katrina Fong Lim
22/04/2016	2:00pm	The Judges of the Supreme Court	Ceremonial Sitting to Farewell The Honourable Chief Justice Trevor Riley	Courtroom 1 Supreme Court Darwin	Lord Mayor Katrina Fong Lim
23/04/2016	6:30pm	Hakla Association of the Northern Territory	Celebration of Dili Chung Wah School Reunion in Darwin Featuring Dinner Dance with Live Band and Cultural Performance	Kalymnian Brotherhood Hall	Lord Mayor Katrina Fong Lim
23/04/2015	7:30pm	Kevin Davis AM and Board of the Darwin Chorale	The Concert The Armed Man and Post Concert Function in the Member's Bar	Darwin Convention Centre	Alderman Gary Haslett Chair Corporate & Economic Development Committee
25/04/2016	5:45am	The President and Committee Returned to Services League of Australia Darwin Sub Branch Inc	Dawn Service	Cenotaph Bicentennial Park	Lord Mayor Katrina Fong Lim
25/04/2015	7:15am	St Mary's Cathedral	ANZAC Day Mass	St Mary's Cathedral Smith Street	Alderman Gary Haslett Chair Corporate Services Committee
25/04/2016	9:00am	The President and Committee Returned to Services League of Australia Darwin Sub Branch Inc	To Be Present on the Dias with Brigadier Ben James for the Official ANZAC Day March	Raintree Park	Lord Mayor Katrina Fong Lim
27/04/2016	4:00pm	The Honourable Peter Chandler MLA Minister for Education	Launch of the Northern Territory Indonesia Alumni Network	Members and Guest Lounge Parliament House	Acting Lord Mayor Kate Worden
28/04/2016	6:45am	The Red Shield Appeal Northern Territory	Breakfast Launch	Darwin Convention Centre	Acting Lord Mayor Kate Worden
28/04/2016	5:00pm	The Honourable Peter Styles MLA Deputy Chief Minister and Minister for Asian Engagement and Trade	Welcome Reception for the Regional Australia Asian Chambers Forum	Main Hall Parliament House	Alderman Gary Haslett Chair Corporate & Economic Development Committee
28/04/2016	6:00pm	Commanding Officer No 452 Squadron Wing Commander Gregory Jarvis	75th Anniversary of No 452 Squadron	RAAF Base Darwin Officer's Mess	Acting Lord Mayor Kate Worden
30/04/2016	6:00pm	Lina Paselli, Sachi Hirayama and May Aggabao	First Market in the Northern Suburbs	Chambers Crescent Carpark Malak	Lord Mayor Katrina Fong Lim

Invitations Declined by Lord Mayor or Representative during April 2016

Date	Time	Invitee/Company	Function	Venue	Reason
11/04/2016	11-12 April	Kalpita Dighe, Expo Trade Conference Producer	Present at the 5th Annual Arab Future Cities Summit	Doha, Qatar	Lord Mayor Katrina Fong Lim unable to attend due to prior Council Commitments
12/04/2016	5:00pm	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	Reception to present the Duke of Edinburgh Awards	Main Hall Parliament House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to Council Meeting
14/04/2016	4:30pm	Ron Mitchell, Multicultural Council Northern Territory	Songkran Festival	Darwin Amphitheatre George Brown Botanical Gardens	Lord Mayor Katrina Fong Lim unable to attend due to prior Local Government commitments
18/04/2016	5:30pm	Naomi Hogan, Lock the Gate Alliance Northern Territory	Onshore Gas Evening with International Guest John Fenton	Civic Square Darwin	Lord Mayor Katrina Fong Lim unable to attend due prior commitment and late notice of invitation
20/04/2016	5:00pm	Integrated Disability Action Inc	Annual General Meeting 2016	IdA Office 4/18 Bauhinia Street Nightcliff	Lord Mayor unable to attend due to prior Council commitments
23/04/2016	2:00pm	Sean Pardy, Browns Mart Theatre	And I am the Queen of Sheba Closed Reading	Browns Mart Theatre	Lord Mayor unable to attend due to prior Council commitments
25/04/2016	6:00pm	Ron Mitchell, Multicultural Council Northern Territory	Candlelight Vigil and Fundraiser for Nepal Earthquake	DCA Chambers Crescent Malak	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
27/04/2016	5:30pm	Peta Burton, Writer and Photographer	Launch of "The Ochre Cloak"	The Bookshop, Smith Street Mall	Lord Mayor Katrina Fong Lim unable to attend due to prior Local Government commitments
28/04/2016	7:00am	Major Darryl Robinson Regional Leader for the Northern Territory	Launch of Red Shield Appeal Breakfast Launch	Darwin Convention Centre	Lord Mayor unable to attend due to prior Local Government Commitments
Invitations Accepted by Lord Mayor or Representative during May 2016					
Date	Time	Invitee/Company	Function	Venue	Attended By
05/05/2016	6:00pm	Perambulator Records	Celebration of the Official Label Launch	Darwin Railway Club	Lord Mayor Katrina Fong Lim
06/05/2016	3:30pm	Tourism Top End	Welcome to the Dry Top End Trade Show	Skycity Casino Beachside Pavilion	Lord Mayor Katrina Fong Lim
06/05/2016	6:00pm	Commander 1st Brigade Brigadier Ben James AM DSM	1st Brigade Cocktail Party	Rorbertson Barracks Officer's Mess	Lord Mayor Katrina Fong Lim
06/05/2016	7:00pm	Nepalese Association of the Northern Territory	New Year Celebration 2073 Cultural Night	Italian Club Marrara	Alderman Gary Haslett Chair Corporate & Economic Development Committee
07/5/2016	2:00pm	Sue Camilleri Seabreeze Festival	Sandcastle Competition	Nightcliff Foreshore	Lord Mayor Katrina Fong Lim
08/05/2016	7:00am	Justine Searle Women in Super	Mother's Day Classic 2016	Mindil Beach	Lord Mayor Katrina Fong Lim
11/05/2016	6:00pm	The Deputy Chief Minister, The Honourable Peter Styles MLA	Reception for the Variety-The Children's Charity NT Celebrating 25 Years	Nitmiluk Lounge Level 4 Parliament House	Lord Mayor Katrina Fong Lim

13/05/2016	8:00am	Rick Setter Australia American Association Northern Territory	Service to Commemorate the Battle of the Coral Sea	USS Peary Gun Site	Lord Mayor Katrina Fong Lim
13/05/2016	5:15pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	Investiture	Government House	Alderman Kate Worden, Chair Community & Cultural Services Committee
14/05/2016	11:30am	The Commodore Mr Peter Lockett & Mrs Avenal Lockett	The Official Opening of the 53rd Sailing Season	Darwin Sailing Club	Lord Mayor Katrina Fong Lim
15/05/2016	10:00am	Australian Japanese Association of the Northern Territory (AJANT)	Children's Day, Kodomo No Hi	Civic Park, Darwin	Lord Mayor Katrina Fong Lim
16/05/2016	5:30pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	Reception to launch the online NT Law Handbook by Northern Territory Legal Aid Commission	Government House	Alderman Kate Worden, Chair Community & Cultural Services Committee
16/05/2016	6:00pm	The Chief Minister of the Northern Territory The Honourable Adam Giles MLA	Reception to Celebrate the 20th Anniversary of Crime Stoppers NT	Members and Guest Lounge Level 4 Parliament House	Alderman Gary Haslett Chair Corporate & Economic Development Committee
18/05/2016	5:30pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	2016 Investiture and Awards Ceremony for St John Ambulance Australia (NT) Inc.	Government House	Lord Mayor Katrina Fong Lim
19/05/2015	5:30pm	The Deputy Chief Minister, The Honourable Peter Styles MLA	Reception to Launch the Borella Documentary	Nitmiluk Lounge Level 4 Parliament House	Lord Mayor Katrina Fong Lim
20/05/2016	6:00pm	Alan James Darwin Entertainment Centre	Welcome Ceremony and Official Opening of the Garrmalang Festival 2016.	On the Raft outside the Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim
21/05/2016	10:00am	The Portuguese & Timorese Social Club Committee in partnership with GTNT Foundation	Flag Raising Ceremony	Portuguese and Timorese Social Club	Lord Mayor Katrina Fong Lim
21/05/2016	7:00pm	Darwin Symphony Orchestra (DSO)	DSO Concert "Opera Gala"	Darwin Waterfront	Lord Mayor Katrina Fong Lim
21/05/2016	7:30pm	Cristina Simoes Valadares, Timorese Community Centre	Multicultural Traditional Dance	Filipino Club 4 Batten Road Marrara NT 0812	Alderman Gary Haslett Chair Corporate & Economic Development Committee
24/05/2016	9:00am	The Honourable Dave Tollner MLA Treasurer of the Northern Territory	2016 Industry Stakeholder Budget Lock up	Ormiston Room Level 3 Parliament House	Lord Mayor Katrina Fong Lim
24/05/2016	6:00pm	The Honourable John Elferink MLA Attorney-General and Minister for Justice	Welcome reception for the Land Registrars and Development Officers' Conference	Nitmiluk Lounge Level 4 Parliament House	Lord Mayor Katrina Fong Lim
25/05/2016	7:00am	Property Council of Australia	2016 Budget Breakfast	SKYCITY	Lord Mayor Katrina Fong Lim
26/05/2016	9:00am	Shirley Preston Lymphoma Conference Convenor	Opening of the 2016 Asia Pacific Lymphology Conference	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
26/05/2016	3:30pm	Andrew Larpent OBE Chief Executive Officer Southen Cross Care	Opening of the New 20 Room Extension at Pearl Supported Care in Darwin	11 Warratah Crescent Fannie Bay	Lord Mayor Katrina Fong Lim
26/05/2016	5:30pm	His Honour the Honourable John Hardy OAM Administrator of the Northern Territory and Mrs Marie Hardy	Reception for the 15th Anniversary of Ovarian Cancer Australia	Government House	Lord Mayor Katrina Fong Lim
27/05/2016	12:00pm	Vicky Hunt and Andrea Wicking Event Directors	Ladies Long Lunch Fundraising Event	Darwin Convention Centre	Lord Mayor Katrina Fong Lim

27/05/2016	7:30pm	Koulla Roussos Darwin Greek Film Festival	Official Opening of the Darwin Greek International Film Festival	Deckchair Cinema	Lord Mayor Katrina Fong Lim
28/05/2016	5:00pm	Eva Daly Group Communications Manager Spotlight	Official Opening of the New Anaconda Store	Jape Homemaker Village	Lord Mayor Katrina Fong Lim
28/05/2016	4:00pm	Multicultural Council Northern Territory	Harmony Soiree	Darwin Waterfront Precinct	Lord Mayor Katrina Fong Lim
29/05/2016	10:00am	Bryan Harty Director George Brown Botanical Gardens	Opening of the new African-Madagascan Garden	George Brown Botanical Garden	Lord Mayor Katrina Fong Lim
29/05/2016	4:00pm	Char Restaurant	Welcome to St Tropez	Char Restaurant Darwin City	Lord Mayor Katrina Fong Lim
30/05/2016	8:50am	Principal Kormilda College	Speaking to Year 10 Students	Kormilda College	Lord Mayor Katrina Fong Lim
30/05/2016	6:00pm	The Honourable Nathan Barrett MLA Minister for Sport and Recreation	Welcome Reception for the International Hockey Open	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
30/05/2016	7:15pm	Alex Galeazzi, Northern Territory Aids and Hepatitis Council (NTAHC)	Candlelight Vigil Memorial	Raintree Park Darwin City	Lord Mayor Katrina Fong Lim
Invitations Declined by Lord Mayor or Representative during May 2016					
Date	Time	Invitee/Company	Function	Venue	Reason
10/05/2016	5:30pm	Deputy Chief Minister, The Honourable Peter Styles MLA	Welcome Reception for Defence and Northern Territory Government Consultative Forum	Members and Guest Lounge Parliament House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to prior Council commitments
12/05/2016	4:30pm	Jim Smith, Sea Darwin	Launch of Sea Darwin's second tourism vessel, the MV Flatback	Sandbar Fannie Bay	Lord Mayor Katrina Fong Lim unable to attend due to prior Commitments
14/05/2016	6:30pm	The Principal and Staff of St John's Catholic College	Year 12 Presentation Ball	Skycity Casino The Pavilion on the lawns	Lord Mayor Katrina Fong Lim unable to attend due to family commitments
15/05/2016	5:30pm	Gymnastics NT	Final NT State Training Session prior to the 4 athletes that have been chosen to represent the NT at the National Championships	Marrara Multipurpose Hall	Lord Mayor Katrina Fong Lim unable to attend due to an administration error.
19/05/2016	11:00am	Mr Neil Balnaves AO Chancellor of Charles Darwin University	Various May 2016 Graduation Ceremonies	Darwin Convention Centre Stokes Hill Wharf	Lord Mayor Katrina Fong Lim unable to attend the various ceremonies due to prior commitments.
21/05/2016	10:00am	Kathy Sadler CEO, Cancer Council NT	Greek Community of North Australia Biggest Morning Tea	Greek Orthodox Church Northcliffe	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
21/05/2016	7:00pm	The Portuguese & Timorese Social Club Committee in partnership with GTNT Foundation	Fundraising Gala Dinner	Portuguese and Timorese Social Club	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor Emma Young unable to attend due to prior commitments
24/05/2016	11:45am	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	Chamber of Commerce NT 2016/2017 Budget Briefing Luncheon	DoubleTree by Hilton Hotel Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior Council commitments

24/05/2016	12:30pm	Marcus Ilton President Heart Foundation Northern Territory	2016 AGM	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
24/05/2016	5:30pm	Ron Mitchell Multicultural Association Northern Territory	Royal Commission Multicultural Forum Darwin	Neptuna and Mavie Function Rooms, Vibe Hotel Darwin Waterfront	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
25/05/2016	5:30pm	Emily Hinds Cool Mob Project Officer	Celebrate the Conclusion of the Environment Centre NT's Successful Smart Cooling in the Tropics Project	Parliament House	Lord Mayor Katrina Fong Lim unable to attend due to prior Council commitments
26/05/2016	9:00 - 1:00pm	Mr Frank Spry CEO, Northern Territory Stolen Generations Aboriginal Corporation	National Sorry Day	Jingili Water Gardens	Lord Mayor Katrina Fong Lim unable to attend due to prior Council commitments
26/05/2016	10:00am	Amy Beckett, Cancer Council NT	Greek Orthodox Australia's Biggest Morning Tea	Skycity Casino	Lord Mayor Katrina Fong Lim unable to attend due to prior Council commitments
27/05/2016		The President of Greater Dunkirk Council, Patrice Vergiete, Mayor of Dunkirk	Meeting "The Reconstruction of Memory Cities"	Dunkirk	Lord Mayor unable to attend due to commitments in Darwin at the time.
27/05/2016	7:30pm	Koulla Roussos, Greek Film Festival	Opening of the Greek Intertantional Film Festival	Paspayley Cinema Parap	Lord Mayor Katrina Fong Lim
30/05/2016	6:25pm	Nathan and Emily Fanning, Convenors of the Rotary Eric Simmons Awards 2016	Rotary 2016 Eric Simmons Fire-fighter Awards for a Career and Volunteer Fire Fighter	NTFRS Headquarters Vehicle Bay Stuart Park	Lord Mayor unable to attend due to prior commitment
31/05/2016	10:00am	Donna Hendry Senior Education Officer Macular Disease Foundation Australia	Macular Degeneration Information Session	Tracey Village Social and Sports Club Tambling Terrace Lyons	Lord Mayor unable to attend due to prior Council Commitments
31/05/2016	5:30pm	The Honourable Peter Styles MLA Minister for Business	Opening Territory 2016	Parliament House Darwin	Lord Mayor unable to attend due to prior Council Commitments

Invitations Accepted by Lord Mayor or Representative during June 2016

Date	Time	Invited By	Details	Location	Attended By
01/06/2016	5:30pm	Judy Boland, Fannie Bay History and Heritage Society	Launch of the booklet "Know Where You Stand"	East Point Picnic Area	Lord Mayor Katrina Fong Lim
03/06/2016	11:15am	Stephanie Kendall COTANT	Seniors EXPO 2016	Museum and Art Gallery NT Conacher Street - Lawns and Undercroft area	Lord Mayor Katrina Fong Lim
04/06/2016	11:30am	Ron Mitchell, Multicultural Council of the Northern Territory (MCNT)	MCNT Open Day	Malak	Lord Mayor Katrina Fong Lim
04/06/2016	3:00pm	Justine Cowling District Manager Darwin Girl Guides	Girl Guides Darwin High Tea	Burnett House Larrkeyah	Lord Mayor Katrina Fong Lim
04/06/2016	6:30pm	Filipino Australian Association of the Northern Territory	Commemorate 118th Philippine Independence Day Dinner Dance	Grand Ballroom Skycity	Alderman Gary Haslett Chair Corporate & Economic Development Committee
04/06/2016	6:30pm	Callum Mallett General Manager SKYCITY	VIP Event Mrusia in Concert and Opera under the Stars	Skycity Casino	Lord Mayor Katrina Fong Lim
04/06/2016	7:30pm	Midnight Basketball Darwin	Midnight Basketball Darwin Tournament 2 Grand Final Night	Darwin Basketball Stadium Marrara	Deputy Lord Mayor Emma Young

09/06/2016	5:30pm	Chief Minister of the Northern Territory and Chairman of the International Business Council	Excellence in Export the 2016 Chief Minsiter's NT Export and Industry Awards	Crocosaurus Cove Mitchell Street	Lord Mayor Katrina Fong Lim
09/06/2016	6:00pm	The Honourable Peter Styles Minister for Multicultural Affairs	Reception for Greek Glenti	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
10/06/2016	5:30pm	Charles Darwin University	Opening of Flyaway Print Exchange: Birds without Borders Award 2016	Nan Giese Gallery Orange 10 Charles Darwin University Casuarina Campus	Lord Mayor Katrina Fong Lim
11/06/2016	10:00a m	Northern Territory Vietnam Veterans Association	Bring them Home - Reg Hilliers Church Service	Christchurch Cathedral Darwin	Lord Mayor Katrina Fong Lim
11/03/2016	7:00pm	Connie Warren Foster Carers NT	Batchelor Institute Moonlight Dinner	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
12/06/2016	10:00a m	Northern Territory Vietnam Veterans Association	Reg Hillier's Reburial Ceremony	Adelaide River War Graves	Alderman Allan Mitchell
12/06/2016	12:30p m	George Koulakis Managing Director Xipnos	Galaktoboureko Bakeoff Competition	Glenti - The Esplanade	Lord Mayor Katrina Fong Lim
13/06/2016	10:30p m	Tennis NT	SKYCITY NT Open Championships	Gardens Tennis, Gilruth Avenue	Lord Mayor Katrina Fong Lim
16/06/2016	6:30pm	Adele Mammone Darwin Fringe Festival	Fesitval Launch	Darwin Railway Club	Lord Mayor Katrina Fong Lim
17/06/2016	6:00pm	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	Reception to celebrate the CrownBet Darwin Triple Crown V8 Supercars	Speakers Green Parliament House	Lord Mayor Katrina Fong Lim
17/06/2016	6:30pm	Board and Staff of the Darwin Festival	Official Program Launch	Filipino Community Centre Marrara	Alderman Simon Niblock Chair Environment & Infrastructure Committee
23/06/2016	7:00pm	Browns Mart Production and the Royal National Theatre of Jingili	Hillbilly Horror - A comedy of Terrors	Browns Mart Theatre	Lord Mayor Katrina Fong Lim
25/06/2016	4:30pm	Bharat Desai, Indian Cultural Society Inc. Darwin Northern Territory	India at Mindil Cultural Extravaganza	Mindil Beach	Deputy Lord Mayor Alderman Robin Knox
25/06/2016	6:00pm	ConocoPhillips	2016 ConocoPhillips Sympmphony: Darwin Sympmphony Orchestra and Eclipse performing the music of Pink Floyd	Gardens Amphitheatre	Lord Mayor Katrina Fong Lim
30/06/2016	6:00pm	Darwin Cup Carnival Chairman of the Board	2016 Carlton Mid Darwin Cup Carnival Launch	Darwin Turf Club	Lord Mayor Katrina Fong Lim
Invitations Declined by Lord Mayor or Representative during June 2016					
Date	Time	Invitee/Company	Function	Venue	Reason
14/06/2016	10:00a m	Helen Spiers Kormilda College	Farewell for the Saumlaki Students	Kormilda College	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
14/06/2016	9:30am	Deb Osborne, The Patch Garden Enterprise	The Patch	Morning Tea and Experience Life at The Patch	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
16/06/2016	5:30pm	Liz Veel, Sanderson Middle School	Sanderson Shines	Sanderson Middle School	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments

18/06/2016		Sascha King, Youth Mental Health Educator, Team Health	Guest of Honour at the Heads Up! Youth Forum	Novotel Hotel, Darwin Airport	Lord Mayor Katrina Fong Lim unable to attend due to prior Local Government Commitment in Canberra
19/06/2016	9:00am	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	Chief Minister's Classic Marquee CrownBet Darwin Triple Crown 2016 V8 Supercars Championships	Hidden Valley Race way	Lord Mayor Katrina Fong Lim unable to attend due to prior Local Government Commitment in Canberra
19/06/2016	2:00pm	David Pugh, CEO Anglicare NT	Performance of The Australian Doctors Orchestra "Music From Moscow"	Darwin Convention Centre	Lord Mayor Katrina Fong Lim unable to attend due to prior Local Government Commitment in Canberra
21/06/2016	5:30pm	His Honour the Honourable John Hardie OAM and Mrs Marie Hardy	Celebrate Australia Day Council NT 30th Anniversary	Government House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to prior commitments
24/06/2016	12:30pm	Marcus Ilton President Heart Foundation Northern Territory	2016 Annual General Meeting	Nitmiluk Lounge Parliament House	Lord Mayor unable to attend due to prior commitments
24/06/2016	6:00pm	The Essington School Darwin	Rising Sun Dance Showcase	Essington School	Lord Mayor unable to attend due to prior commitments
24/06/2016	6:30pm	Andrew Broffman RAlA, President of the Australilan Institute of Architects NT Chapter	2016 Northern Territory Architecture Awards	Civic Square	Lord Mayor unable to attend due to prior commitments
27/06/2016	12:30pm	Caroline Addy Senior Account Manager OPTUS	Official Opening of the Flagship Optus Store	Casuarina Square	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
28/06/2016	5:30pm	The Honourable Gary Higgins MLA Minister for Arts and Museums	Presentation of the Chief Minister's Northern Territory History Book Awards	Northern Territory Library Parliament House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to Council meeting
Numbers of Other Commitments for the Lord Mayor and her Representative for April - June 2016					
	Internal Meetings				
	External Meetings				
	Council Meetings and Workshops				
	Council Committee Meetings				
	City of Darwin Events attended by the Lord Mayor				
	Events Hosted by the Lord Mayor including Citizenship Ceremonies				
	Visiting Dignitries and Courtesy Visits				
	Federal/Territory/Local Government Committee Meetings				
	Media Commitments				
	Conferences attended by the Lord Mayor				

OPEN SECTION

CEDC8/9

Corporate & Economic Development Committee Meeting – Monday, 22 August 2016

11. INFORMATION ITEMS

Nil

12. GENERAL BUSINESS