



# **Business Papers**

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

Wednesday, 23 July 2014  
5:00pm

# Notice of Meeting

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To the Lord Mayor and Aldermen

You are invited to attend a Corporate & Economic Development Committee Meeting to be held in the Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Wednesday, 23 July 2014, commencing at 5.00 pm.



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

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# OPEN SECTION

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## CITY OF DARWIN

### CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE

#### WEDNESDAY, 23 JULY 2014

MEMBERS: Member R Lesley (Chairman); The Right Worshipful, The Lord Mayor, Ms K M Fong Lim; Member R K Elix; Member G A Lambert; Member G J Haslett.

OFFICERS: Chief Executive Officer, Mr B P Dowd; General Manager Corporate Services, Dr D Leeder; Manager Business Services, Mr L Carroll; Manager People, Culture and Capability, Ms J Wheeler; Manager Information Technology, Mr R Iap; Manager Finance, Mr M Craighead; Committee Administrator, Mrs P Hart.

***Enquiries and/or Apologies: Penny Hart***  
***E-mail [p.hart@darwin.nt.gov.au](mailto:p.hart@darwin.nt.gov.au) - PH: 89300 670***  
***OR Phone Committee Room 1, for Late Apologies - PH: 89300 519***

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

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

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

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Corporate & Economic Development Committee Meeting – Wednesday, 23 July 2014

1. **MEETING DECLARED OPEN**
  
2. **APOLOGIES AND LEAVE OF ABSENCE**
  - 2.1 **Apologies**
  
  - 2.2 **Leave of Absence Granted**
  
3. **DECLARATION OF INTEREST OF MEMBERS AND STAFF**
  - 3.1 **Declaration of Interest by Members**
  
  - 3.2 **Declaration of Interest by Staff**
  
4. **CONFIDENTIAL ITEMS**
  - 4.1 **Closure to the Public for Confidential Items**  
Common No. 1944604

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 following Items:-

<b><u>Item</u></b>	<b><u>Regulation</u></b>	<b><u>Reason</u></b>
C14.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person

- 4.2 **Moving Open Items Into Confidential**  
Common No. 1944604
  
- 4.3 **Moving Confidential Items Into Open**  
Common No. 1944604

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Corporate & Economic Development Committee Meeting – Wednesday, 23 July 2014

**5. WITHDRAWAL OF ITEMS FOR DISCUSSION**

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Corporate & Economic Development Committee Meeting held on Wednesday, 23 July, 2014, be received and considered individually.

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

THAT the Committee resolve that the minutes of the previous Corporate & Economic Development Committee Meeting held on Wednesday, 18 June, 2014, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

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

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN AGENDA ITEM: 8.1

**MONTHLY FINANCIAL REPORT - JUNE 2014**

REPORT No.: 14A0123 MC:jm COMMON No.: 2476534 DATE: 14/07/2014

**Presenter: Manager Finance, Miles Craighead**

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

**PURPOSE**

The purpose of this report is to provide a comparison of income and expenditure against the budget for the period ended 30 June 2014.

**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 no concerns with the Council's overall financial position in relation to its adopted budgets.
- The attachments include unaudited financial data.
- Year end and audit adjustments will affect final results.
- Overall savings are predicted which are expected to be sufficient to cover carry forward requests.

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 14A0123 MC:jm entitled Monthly Financial Report - June 2014, be received and noted.

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REPORT NUMBER: 14A0123 MC:jm  
SUBJECT: FINANCIAL AND VARIANCE REPORT - JUNE 2014

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## **BACKGROUND**

The format of the reports is as previously consulted and endorsed.

## **DISCUSSION**

The results are unaudited and will change due to final adjustments and audit.

### **Key Performance Indicators**

These indicators are based on the financial statements results. All actual year to date (YTD) indicators are provided. In a few cases denoted by N/A it has not been practicable to extract the figures.

Generally financial results are better than expected based on budget.

The % of rates outstanding compared to opening arrears and struck remains very low at 2.48%.

The operating deficit is \$0.13M, an improvement compared to the budget of \$5.29M. Examples of main factors to the improved result are additional income (from user charges, fees and other) and expenses are underspent/savings (employee costs and materials and services).

Asset renewal ratios are less than targeted. However the result is due to several factors including in some cases that physical requirements have been achieved with less funds (savings). In some cases there will be carry forwards requested to ensure completion in 2015.

### **Financial Statements**

This report contains a set of financial statements comparing year to date actual with original and revised budgets.

Current results are unaudited and will require adjustments prior to finalisation.

Note that all commitment columns have been temporarily removed due to an integrity problem which is being addressed in conjunction with IT Council's suppliers.

The following statements are included:

#### **Income Statement**

All sources of Council's income (revenue) and all operating expenses.

#### **Statement of Financial Position**

Outlines what Council owns (assets) and what it owes (liabilities).

#### **Municipal Plan Summary**

Follows a similar format to the statement of cash flows, but is based on working capital rather than cash. It discloses transfers to and from cash backed reserves.



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### Reserves Summary

A “Reserves Summary” is presented with this report (**Attachment A**). The reserves summary budget includes budget variations resolved by Council to date (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter).

The budgeted net transfers out of reserves to general funds are about \$8M and the preliminary actual net transfers \$713,000. There are several factors influencing this initial result however in simple terms additional moneys remain in the respective reserve funds in the meantime because capital expenditures have been carried forward (eg Lee Point Road and Fleet capital expenditure) along with additional revenue from car parking/infringements. Other major transfers yet to be finalised include unspent grants and carry forwards etc.

There will be other year end/audit adjustments as/if required, most of these, where possible, will be cleared in the final budget review and/or the adoption of the final statements.

### **Investments Report**

Details all cash and investments held by institution and this also provides information on interest rate returns and maturities.

### **Accounts Receivable Report**

Details of rate receipt collection, outstanding general debtors and performance on rates recovery compared to the previous year. The report includes information on infringement debtors, rates arrears, rates struck and rates outstanding (bar chart).

### **CONSULTATION PROCESS**

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

- Officers responsible for budgets.

### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

Indicatively (at this stage) it appears there will be sufficient savings to cover any budget carry forward requests and provide some residual savings to go towards future assets renewal and refurbishments.

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

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The position regarding carry forward for delayed or incomplete works and any overs/unders or savings are intended to be further clarified as follows:

1. Carry forwards – separate report August CEDC.
2. June Budget Review – August CEDC.

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

Part 8 of the Local Government (Accounting) Regulations require that a monthly financial report is presented to Council.

Regulation 18 states:-

1. The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:
  - a) The actual income and expenditure of the council for the period from the commencement of the financial year to the end of the previous month; and
  - b) The forecast income and expenditure for the whole of the financial year
2. The report must include:
  - a) Details of all cash and investments held by the council (including money held in trust); and
  - b) A statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - c) Other information required by the Council.
3. If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.

It should be noted that monthly financial reports are not independently audited, but are subject to internal control and review processes.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

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

**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](mailto:m.craighead@darwin.nt.gov.au).

**Attachments:**

**Attachment A:** Financial Report to Council – June 2014

# ATTACHMENT A



## Key Performance Indicators

For the Month Ended

30 June 2014

Indicator	Comment	Calculation (\$M)	
		YTD Budget	YTD Actual
<b>% of Rate Debtors Outstanding</b>	Rates outstanding YTD:	\$1.51M	\$1.51M
	Rates & annual charges income:	\$59.16M	\$59.29M
	Rates outstanding 30 June previous year:	\$1.58M	\$1.58M
	<b>% of Rate Debtors Outstanding:</b>	<b>2.49%</b>	<b>2.48%</b>
<b>Debt Servicing Ratio</b>	Borrowing costs:	\$0.27M	\$0.27M
	Current loan principal outstanding:	\$0.20M	\$0.20M
	Operating income (excl capital income):	\$88.75M	\$90.43M
	<b>Debt Servicing Ratio:</b>	<b>0.53%</b>	<b>0.52%</b>
<b>Liquidity Ratio</b>	Current assets:	N/A	\$74.97M
	Current liabilities:	N/A	\$19.47M
	Cash backed reserves (restricted cash):	N/A	\$44.95M
	<b>Liquidity Ratio:</b>	<b>N/A</b>	<b>1.16:1</b>
<b>Rates Ratio</b>	Rates & annual charges income:	\$59.16M	\$59.29M
	Total operating expenses:	\$94.04M	\$90.56M
	<b>Rates Ratio:</b>	<b>63%</b>	<b>65%</b>
<b>Operating Surplus</b>	Operating income (excl capital income):	\$88.75M	\$90.43M
	Operating expenses:	\$94.04M	\$90.56M
	<b>Operating Surplus (-Deficit)</b>	<b>-\$5.29M</b>	<b>-\$0.13M</b>
<b>Operating Surplus before Depreciation</b>	Operating income (excl capital income):	\$88.75M	\$90.43M
	Operating expenses (excl depreciation):	\$77.94M	\$74.11M
	<b>Operating Surplus before Depreciation:</b>	<b>\$10.81M</b>	<b>\$16.32M</b>
<b>Asset Sustainability Ratio</b>	Capital renewal expenditure:	N/A	\$5.16M
	Depreciation expense:	N/A	\$16.45M
	<b>Asset Sustainability Ratio:</b>	<b>N/A</b>	<b>31.37%</b>
<b>% Annual Expenditure within Budget</b>	Operating expenses:	N/A	\$90.56M
	Original budget	N/A	\$94.04M
	<b>% Annual Expenditure within Budget:</b>	<b>N/A</b>	<b>96.30%</b>

### Notes:

1 The above key performance indicators and associated targets have been endorsed for use by Council's Risk Management & Audit Committee.

**Income Statement (Interim)**  
For the Period Ended 30/06/2014



<u>2012-13</u>		<u>2013/14</u>				
Actual		Original	Amended	YTD	YTD	
\$'000		Budget	Budget	Actual	%	Comment
		\$'000	\$'000	\$'000		
	<b>Income from Continuing Operations</b>					
55,643	Rates & Annual Charges	58,884	59,159	59,293	100%	No issues
20,291	User Charges, Fees & Other	21,638	21,824	22,435	103%	Exceeds expectation
3,040	Interest & Investment Revenue	2,364	3,204	3,786	118%	Exceeds expectation
8,343	Grants & Contributions - Operating	6,135	4,559	4,921	108%	Exceeds expectation
<b>87,317</b>	<b>Total Income from Continuing Operations</b>	<b>89,021</b>	<b>88,745</b>	<b>90,434</b>	<b>102%</b>	
	<b>Less Expenses from Continuing Operations</b>					
25,393	Employee Costs	26,965	27,493	26,929	98%	No issues
279	Borrowing Costs	268	268	268	100%	No issues
44,838	Materials and Services	46,434	50,174	46,917	94%	No issues
14,684	Depreciation and Amortisation	15,258	16,104	16,445	102%	Exceeds budget
<b>85,194</b>	<b>Total Expenses from Continuing Operations</b>	<b>88,925</b>	<b>94,040</b>	<b>90,560</b>	<b>96%</b>	
<b>2,123</b>	<b>Operating Result - Continuing Operations</b>	<b>96</b>	<b>(5,295)</b>	<b>(125)</b>		
7,361	Grants & Contributions - Capital	9,568	10,447	10,801	103%	Exceeds budget
79	Income (Loss) from Asset Disposal	-	-	(701)	1,000%	Not budgeted
<b>9,563</b>	<b>Net Operating Result For the Year</b>	<b>9,664</b>	<b>5,152</b>	<b>9,976</b>		

**Income Statement**

**Outlines** income and operating expenses. Excludes capital expenditure and instead recognises depreciation expense. The net operating surplus or deficit for the reporting period is a measure of Council's financial performance. This figure is determined by deducting total operating expenses including depreciation from total operating revenue.

**Operating income** trends generally appear favourable. Rates assessment revenue and interest revenue exceed original budget, despite growth having been allowed for. User fees are above expectation due to increase on infringements/car parking on street, off street parking and pool income. Grants have exceeded budget expectation and will be addressed in the fourth quarter budget review.

**Operating expenses** trends generally appear favourable/savings.

Employee costs are slightly below budget but this is offset to some degree by temporary labour coverage on vacancies. Materials and Services are below expected budget with timing of projects, some of these will be requested carry forwards. In addition end of year final adjustments/cost recognition will reduce some of this variance. Depreciation YTD is now based on the actual results from asset system and indicates additional expense (but no issue for cash/funds). Loss on disposal of assets substantially relates to writing off capital works in progress (eg. planning & design) which will not be proceeding to implementation (noting also no issue for cash/fund flows).

**Grants & Contributions - Capital** A significant amount of this relates to non cash developer contributions (\$5.2M).

**Manager Finance:** there are no overall concerns in relation to the original budgets.

**Municipal Plan Summary**  
For the Period Ended 30/06/2014

		<u>2013/14</u>			
	Original Budget \$'000	Amended Budget \$'000	YTD Actual \$'000	YTD %	Comment
<b>Funds From Operating Activities</b>					
Net Operating Result From Above	9,664	5,152	9,976		See detailed income report
Add back depreciation (not cash)	15,258	16,104	16,445		See detailed income report
Add back loss on Asset Disposal			701		See detailed income report
Less Contributed assets (not cash)			(5,152)		See detailed capital report
<b>Net Funds Provided (or used in) Operating Activities</b>	<b>24,922</b>	<b>21,256</b>	<b>21,969</b>		
<b>Funds From Investing activities</b>					
Sale of Infrastructure, Property, Plant & Equipment	923	923	660	72%	See detailed capital report
Purchase of Infrastructure, Property, Plant & Equipment	(25,497)	(27,944)	(15,417)	55%	See detailed capital report
<b>Net Funds Provided (or used in) Investing Activities</b>	<b>(24,574)</b>	<b>(27,021)</b>	<b>(14,757)</b>		
<b>Funds From Financing Activities</b>					
Proceeds from borrowings & advances	1,350	1,350	0	0%	No issues
Repayment of borrowings & advances	(187)	(187)	(187)	100%	No issues
<b>Net Funds Provided (or used in) Financing Activities</b>	<b>1,163</b>	<b>1,163</b>	<b>(187)</b>		
<b>Net Increase (-Decrease) in Funds Before Transfers</b>	<b>1,511</b>	<b>(4,601)</b>	<b>7,026</b>		
Transfers from (-to) Reserves	(1,511)	7,951	713		Some updates pending
<b>Net Increase (-Decrease) in Funds After Transfers</b>	<b>0</b>	<b>3,350</b>	<b>7,739</b>		

**Municipal Plan Summary Comments**

This statement outlines Councils entire budget in accordance with the published municipal plan. It shows the effect on General Funds (original budget - breakeven/nil). It groups items into operating, investing and financing and has a very close relationship to cash flows, which is why it is presented in the same international format. It eliminates the depreciation calculation and discloses totals for asset sales and purchases as well as loan raising and repayments.

**Manager Finance:** There are no concerns in relation to the budgets at this stage. Reserve funds awaiting update are unspent grants and carry forwards. The effect of these in finalisation will be to reduce the net increase in funds after transfers.

**Statement of Financial Position**  
For the Period Ended 30/06/2014



<u>2012-13</u>		<u>2013/14</u>		
Actual		Original	Amended	YTD
\$'000		Budget	Budget	Actual
		\$'000	\$'000	\$'000
<b>Current Assets</b>				
16,049	Cash at Bank & Investments	13,545	21,371	24,693
21,337	Cash at Bank & Investments - externally restricted	18,282	21,165	23,267
24,330	Cash at Bank & Investments - internally restricted	12,587	14,579	21,684
6,413	Receivables	4,368	6,413	4,947
127	Inventories	287	127	121
215	Other	1,000	215	261
68,471		50,069	63,870	74,973
<b>Non-Current Assets</b>				
896,403	Infrastructure, Property, Plant and Equipment	850,989	907,319	1,091,870
	Capital works in progress			
896,403		850,989	907,319	1,091,870
<b>964,874</b>	<b>TOTAL ASSETS</b>	<b>901,058</b>	<b>971,189</b>	<b>1,166,843</b>
<b>Current Liabilities</b>				
9,881	Payables	9,911	9,881	4,709
187	Borrowings	201	187	199
9,694	Provisions & Other Liabilities	5,484	9,694	14,566
19,762		15,596	19,762	19,473
<b>Non-Current Liabilities</b>				
3,923	Borrowings	5,072	5,086	3,724
710	Provisions	404	710	710
4,633		5,476	5,796	4,434
<b>24,395</b>	<b>TOTAL LIABILITIES</b>	<b>21,072</b>	<b>25,558</b>	<b>23,907</b>
<b>940,479</b>	<b>NET ASSETS</b>	<b>879,986</b>	<b>945,631</b>	<b>1,142,936</b>
<b>Equity</b>				
631,579	Asset Revaluation Reserve	567,930	631,579	823,978
308,900	Retained Surplus	312,056	314,052	318,958
<b>940,479</b>	<b>TOTAL EQUITY</b>	<b>879,986</b>	<b>945,631</b>	<b>1,142,936</b>

**Statement of Financial Position Comments:**

The Statement of Financial Position outlines what Council owns (assets) and what it owes (liabilities) at a point in time. Council's net worth is determined by deducting total liabilities from total assets - the larger the net equity, the stronger the financial position..

**Manager Finance;** there are no concerns in relation to the original budgets at this stage. Infrastructural assets revaluation has been recognised. (Note that the original budget column is simply as published in the adopted Municipal Plan 2013/14. The amended budget column is based on the audited closing balances 30/6/2013 plus original budget plus Council approved amendments, the actual column is also based on audited actual closing balances 30/6/2013 plus actual movements since.)

**Report on Capital Expenditure/Income (\$000's)**  
**for the period ended 30/06/2014 (Dr+ Cr -)**

		\$000's		\$000's		\$000's			
Master	Description	Amended Budget 2013/14	YTD Actuals 30/06/2014	% Act/ Revised	\$ Left	Status	Comment		
<b>Capital Expenditure</b>									
05/221060	Swimming Pools Capital Projects Expenditure	399	60	15%	339	Delays	Nightcliff Pool: Backwash & Pump project was delayed due to tender price above available budget. Now resolved and project is progressing. Carry forward requested.		
05/221061	Community Projects Capital Expenditure	220	94	43%	126	Delays	Carry forward will be requested for the remainder of the project funds		
05/223060	Recreation Capital Projects	1,038	87	8%	951	Delays	Project carry forwards already requested, Malak Lights construction commencing July 2014, Richardson Ward Playgrounds tender assessment underway, Jingli Skate Park Tender advertisement July 2014		
05/242060	Regulatory Services Capital Projects	83	0	0%	83	Delays	Carry forward submitted as delay in the implementation of devices		
<b>Community &amp; Cultural Services Department Total</b>		<b>1,740</b>	<b>241</b>	<b>14%</b>	<b>1,499</b>				
05/332089	Darwin Entertainment Centre Capital Projects	149	24	16%	125	Delays	\$94k Carry forward requested - pending time availability of contractors		
05/335060	Fleet Management Capital Projects	3,666	1,855	51%	1,811	Delays	Still waiting deliveries, carried forward request made.		
05/431060	IT Capital Projects	323	126	39%	197	No issues	Program substantially complete for 2013/14 savings are required for next year.		
05/431061	IT NBN Local Gov't Pgm Capital Projects	51	1	2%	50	Delays	Carry forward requested		
05/453065	Off Street Parking Capital Projects	325	0	0%	325	Delays	Carry forward requested		
05/456060	On Street Parking Capital Projects	97	18	19%	78	Delays	Carry forward requested		
05/455060	Property Capital Projects	26	22	86%	4	Delays	Carry forward requested		
<b>Corporate Services Department Total</b>		<b>4,637</b>	<b>2,046</b>	<b>44%</b>	<b>2,591</b>				
05/322062	Minor Capital Works Program	100	37	37%	63	Poss savings			
05/322063	Streetscape Development & Upgrade	500	112	22%	388	Delays	Carry forward		
05/322064	Road Works Capital Projects Expenditure	40	0	0%	40	Delays	Carry forward will be requested for the remainder of the project funds		
05/322067	LATM Capital Projects Expenditure	496	290	58%	206	Delays	Grant funded, carry forward requested. Some projects on hold waiting on Master Plan.		
05/322068	Cyclepath Capital Projects	659	458	70%	200	Delays	Carry forward requested. Program completed, waiting for outstanding invoices.		
05/322069	Black Spot Program	43	0	0%	43	No issues	Construction complete awaiting for invoice.		
05/322070	Lee Point Road Upgrade	9,624	7,343	76%	2,281	Delays	Project is substantially progressing. Final cost adjustments and carry forward required.		
05/331061	Footpaths Capital Projects	1,002	890	89%	112	No issues	Projects substantially complete, delays and savings are carried forward requests		
05/331062	Disability Access Capital Projects (W/O ONLY)	72	32	44%	40	Delays	Projects substantially complete, delays and savings are carried forward requests.		
05/331064	Driveway Capital Projects	205	198	97%	7	No issues	Projects substantially complete		
05/331065	Road Reseal & Rehabilitation Capital Projects	2,251	1,616	72%	635	Delays	Projects substantially complete, awaiting outstanding invoices and savings are carry forward requests.		
05/331066	Streetlighting Capital Projects	148	90	60%	59	No issues			
05/331067	Parks Lighting Capital Projects	104	82	79%	22	No issues	Unspent monies transferred to Malak Oval lighting project		



**Report on Capital Expenditure/Income (\$000's)**  
**for the period ended 30/06/2014 (Dr+ Cr -)**

		\$000's			\$000's			\$000's	
Master	Description	Amended Budget 2013/14	YTD Actuals 30/06/2014	% Act/ Revised	\$ Left	Status	Comment		
05/331068	Kerbing Capital Projects	27	17	62%	10	Poss savings	Project completed		
05/331069	Traffic Signals Capital Projects	85	36	42%	49	Poss savings	Project completed		
05/331071	NTG Nightcliff Infrastructure	227	0	0%	227	Delays	Due to contract - carry forward requested		
05/331072	Banner Brackets Capital Projects	40	42	106%	-2	No issues	Minor additional cost		
05/332060	Building Maintenance Capital Projects	2,942	525	18%	2,417	Delays	Nightcliff Café - pending Council Decision		
05/332063	Signage & Memorial Capital Projects	5	0	0%	5	No issues	Minor		
05/332083	Toilet Block Capital Projects	196	98	50%	98	Poss savings			
05/332085	Halls & Community Centres Capital Projects	36	36	100%	0	No issues	Malak toilet upgrade awaiting final design, should be complete ASAP		
05/333060	Waste Management Capital Projects	122	73	60%	49	No issues	Savings will be returned to waste reserve.		
05/334060	Stormwater Drainage Capital Projects	1,364	419	31%	945	Delays	Works postponed until 2014/15. Tender assessment underway for Tiwi Gardens/Manbulloo St mitigation works		
05/334065	Walkway Capital Projects	180	31	17%	148	Delays	Carry forward request will be required		
05/334068	Mosquito Control Capital Projects	116	88	75%	29	Poss savings			
05/341061	Fencing Capital Projects	129	129	100%	0	No issues	Final project under construction completion early July		
05/341062	Parks & Reserves Revitalisation Capital Projects	222	109	49%	113	Delays	Carry forward request will be required		
05/341063	Parks Infrastructure Capital Projects	183	161	88%	22	Delays	Project scope being developed carry forward required		
05/341064	Parks & Reserves General Capital Projects	57	0	0%	57	Delays	Carry forward request will be required		
05/341065	Parks Landscaping & Irrigation Capital Projects	234	219	94%	15	Delays	Investigation underway scoping develop/carry forward required		
	Infrastructure Total	21,567	13,130	61%	8,436				
	Grand Total	27,944	15,417	55%	12,526				
<b>Capital Revenue</b>									
05/223130	Recreational Capital Income	0	-150	1000%	150	Add revenue	Grant income received, 4th quarter budget variation required		
05/223132	Recreational Capital Grant Income	0	-50	1000%	50	Add revenue	Grant income received, 4th quarter budget variation required		
05/322031	Road Works Capital Projects Income	-242	-247	102%	6	No issues			
05/322035	Developer Contribution Income	-10,108	-10,257	101%	149	Add revenue	Muirhead contributed assets and developer contribution plan income, will be addressed in 4th quarter budget review		
05/334038	Mosquito Control Capital Income	-77	-77	100%	0	No issues			
05/341033	Parks & Reserves Capital Income	-20	-20	100%	0	No issues			
	Grand Total	-10,447	-10,801		355				

	Original Budget 2013/14	Amended Budget 2013/14	YTD Actuals 30/06/2014	% Act/ Revised
	\$000's	\$000's	\$000's	
<b>Statement of Income (+ Dr - Cr)</b>				
<b>Chief Executive Department</b>				
Income	-64	-64	-65	100%
Expense	3,758	4,168	3,684	88%
<b>Chief Executive Department Total</b>	<b>3,693</b>	<b>4,104</b>	<b>3,620</b>	
<b>Community &amp; Cultural Services Department</b>				
Income	-4,654	-5,450	-5,929	109%
Expense	11,854	13,169	12,531	95%
<b>Community &amp; Cultural Services Department Total</b>	<b>7,201</b>	<b>7,719</b>	<b>6,602</b>	
<b>Corporate Services Department</b>				
Income	-63,504	-63,135	-63,800	101%
Expense	25,184	26,700	25,988	97%
<b>Corporate Services Department Total</b>	<b>-38,320</b>	<b>-36,435</b>	<b>-37,812</b>	
<b>Infrastructure</b>				
Income	-20,799	-20,096	-20,641	103%
Expense	48,130	50,004	48,357	97%
<b>Infrastructure Total</b>	<b>27,331</b>	<b>29,907</b>	<b>27,716</b>	
<b>Grand Total</b>	<b>-95</b>	<b>5,295</b>	<b>125</b>	

\$000's                      \$000's                      \$000's

<b>Statement of Income (+ Dr - Cr)</b>		<u>Amended Budget 2013/14</u>	<u>YTD Actuals 30/06/2014</u>	<u>% Act/ Revised</u>	<u>\$ Left</u>	<u>Status</u>	<u>Comment</u>
<b>Chief Executive Department</b>							
<b>Income</b>							
Climate Change & Environment	-50	-52	103%	2	No issues		
Communications & Marketing	0	-1	1000%	1	No issues		
Strategy & Outcomes	-14	-12	86%	-2	No issues		
<b>Income Total</b>	<b>-64</b>	<b>-65</b>	<b>100%</b>	<b>0</b>			
<b>Expense</b>							
Chief Executive Officer Section	564	466	96%	28	No issues		
Climate Change & Environment	830	638	83%	98	Poss savings	This represents a real saving. Works completed at lower than expected cost.	
Communications & Marketing	1387	1264	77%	191	Delays	Intranet and Lord Mayor promotional material requires carryforward	
Governance Section	658	615	91%	123	Poss savings	Partially due to maximum meeting allowances not fully expended	
Strategy & Outcomes	4168	3684	93%	43	Delays	Carryforwards - Electoral Review Costs / Partial Grant Funds TOPROC	
<b>Expense Total</b>	<b>4104</b>	<b>3620</b>	<b>88%</b>	<b>484</b>			
<b>Chief Executive Total</b>	<b>4104</b>	<b>3620</b>	<b>88%</b>	<b>484</b>			

		\$000's		\$000's		\$000's			
		Amended Budget 2013/14	YTD Actuals 30/06/2014	% Act/ Revised	\$ Left	Status	Comment		
<b>Statement of Income (+ Dr - Cr)</b>									
<b>Community &amp; Cultural Services</b>									
<b>Income</b>									
Animals		-598	-429	72%	-169	Delays	There was no animal registration program due to resourcing issues, this lead to decreased follow up and enforcement on outstanding registrations.		
Community & Cultural Services GM Section		-30	-35	117%	5	Add revenue	Final payment for having produced the Community Resilience Plan \$5k		
Community Development Section		-9	-73	829%	64	No issues	Additional Grant funds received for Darwin Safer City project as a result of NTG partnership. No issues as this will be addressed in 4th Qtr Budget review and carried forward.		
Family & Children		-146	-165	113%	19	Add revenue	Additional income from Malak Community Centre usage, to be addressed in 4th Qtr budget review		
Infringements		-2,298	-2,805	122%	507	Add revenue	Increased revenue due to improved enforcement parking practises.		
Libraries		-1,630	-1,566	96%	-64	Delays	Digital Hub program grant expected in September		
Recreation & Leisure		-733	-848	116%	114	No issues	There is no issue, the additional revenue is from normal pool admissions, the variance to budget has occurred due to insufficient revenue budget targets set.		
Sister Cities		-1	-1	135%	0	No issues	To be addressed in the 4th Qtr budget review		
Youth Projects		-5	-7	138%	2	Add revenue	Additional Youth Vibe Grant received will be addressed on 4th Qtr budget review		
<b>Income Total</b>		<b>-5,450</b>	<b>-5,929</b>	<b>109%</b>	<b>479</b>				
<b>Expense</b>									
Animals		1,379	1,517	110%	-138	Poss extra costs	Animal pound additional costs incurred whilst pound was managed externally; these costs were associated with the daily maintenance costs of accommodating excessive numbers of dogs. Since Council has taken over management of Pound there has been a reduction in the daily maintenance costs due to improved turnover rates.		
Community & Cultural Services GM Section		1,102	954	87%	148	Delays	The amount is requiring 4 <sup>th</sup> quarter variation and carry forward		
Community Development Section		1,411	1,027	73%	385	No issues	'Safer City Project carry forward required due to spanning across FY.		
Family & Children		367	340	93%	27	Poss savings			
Infringements		2,477	2,620	106%	-142	Poss extra costs	This additional cost is offset by additional revenue above. The extra costs relates to the removal of abandoned vehicles and temporary staff employed to undertake parking duties (this is partially offset by staff vacancies approx. \$50k)		
Libraries		3,681	3,534	96%	146	Delays	Digital Hub program expenditure, carryforward requested as grant funded		
Recreation & Leisure		2,118	1,966	93%	152	Delays	Carry forward requested for Healthy Darwin / Active Life at the Top program		
Sister Cities		192	170	89%	22	Delays	Carry forward requested for Committee projects		
Youth Projects		441	402	91%	39	Poss savings			
<b>Expense Total</b>		<b>13,169</b>	<b>12,531</b>	<b>95%</b>	<b>638</b>				
<b>Community &amp; Cultural Services Total</b>		<b>7,719</b>	<b>6,602</b>	<b>86%</b>	<b>1,117</b>				

		Amended Budget 2013/14		YTD Actual 30/06/2014		% Act/ Revised		\$ Left		Status		Comment	
		\$000's		\$000's				\$000's					
<b>Statement of Income (+ Dr - Cr)</b>													
<b>Infrastructure</b>													
<b>Income</b>													
Building Services		-2	0			13%		-2		No issues			
Cemeteries Section		-64	-87			136%		23		Add revenue			Additional revenue received through increase in services delivered
Development		-66	-604			111%		58		Add revenue			Additional revenue due to number of permits and approvals issued
Mosquito Control			-142			102%		3		No issues			
Operations Administration		0	-215			1000%		215		Add revenue			Claim for Storm damage NDRRO (re-distributed to other program and 4th variation required)
Parks & reserves		-151	-157			104%		5		No issues			
Planning		-331	-489			148%		158		Add revenue			Additional grant revenue, 4th quarter budget variation required
Roads Maintenance		-821	-823			100%		2		No issues			
Waste Management		-18,043	-18,125			100%		82		No issues			
<b>Income Total</b>		<b>-19,346</b>	<b>-20,641</b>			<b>103%</b>		<b>545</b>					
<b>Expense</b>													
Asset Management Section		700	513			73%		186		Delays			Carry forward requested to fund new Asset Management System (tender assessment underway)
Building Services		4,116	3,793			92%		323		Poss savings			Awaiting final accounts from power water before final balance is known
Cleaning Services		2,666	2,829			106%		-163		Poss extra costs			Awaiting final accounts from power water before final balance is known
Design		633	662			105%		-29		No issues			Operational budget will be balanced via a 4th Qtr. variation, from other operations budgets. Invoice has been sent to NTG for reimbursement of \$25,000 for Berrimah North Traffic Study
Development		374	304			81%		70		Poss savings			4th quarter variation has been created to smooth over spend from savings in other programmes%
Infrastructure GM		542	595			110%		-53		No issues			
Infrastructure Projects		782	749			96%		33		Poss savings			
Mosquito Control		185	116			63%		69		Poss savings			Reduce work requirement due to moderate wet season
Operations Administration		800	719			90%		81		Poss savings			Saving from internal plant hire and temporary staffs
Parks & reserves		13,835	12,941			94%		894		Poss savings			Awaiting final accounts from power water before final balance is known
Pathways		851	846			99%		4		No issues			
Planning		977	1,109			114%		-133		Poss extra costs			Operational budget will be balanced via a 4th qtr variation from saving in other operation budgets.
Roads Maintenance		6,319	5,345			85%		974		Poss savings			Saving will offset Stormwater drainage overspend, also awaiting PWC invoices for power
Stormwater Drainage		588	628			107%		-40		Poss extra costs			Extra costs will be offset by roads maintenance
Waste Management		16,635	17,207			103%		-572		Poss extra costs			Extra costs will be recovered from 4th quarter variation from reserves, up to \$500k has been approved by Council
<b>Expense Total</b>		<b>50,004</b>	<b>48,357</b>			<b>97%</b>		<b>1,647</b>					
<b>Infrastructure Total</b>		<b>29,907</b>	<b>27,716</b>			<b>93%</b>		<b>2,192</b>					



		\$000's		\$000's		\$000's	
<u>Statement of Income (+ Dr - Cr)</u>		<u>Amended Budget 2013/14</u>	<u>YTD Actuals 30/06/2014</u>	<u>% Act/ Revised</u>	<u>\$ Left</u>	<u>Status</u>	<u>Comment</u>
Employee Relations	1,534	1,440	94%	94	Poss savings	Overall savings noting carry forward request of \$20K re training and development. Savings mainly recruitment/advertising, WW Committee etc. Noting some additional legal costs.	
Fleet Management	-1,723	-1,947	113%	224	Poss savings	Savings compared to budget due to improved recognition of internal "hire", lower R & M etc. May be a transfer of some savings to General Funds and residual to Plant Renewal Reserve.	
Information Technology	3,264	2,871	88%	393	Poss savings	Carry forward requested	
Property Management	118	130	110%	-12	Poss savings	Possible savings including employee costs after recovery of utility costs is adjusted at y/e.	
Records Information Management	663	611	92%	52	Poss savings	Savings on employee costs and contracted materials & services	
Revenue Services	1,084	1,134	105%	-49	Poss extra costs	Additional costs, mainly merchant, bank and agency fees. Reviewing what might be applicable to infringements/parking and allocate some costs back to the causal areas and any related reserves funds such as on/off street car parking.	
Risk Management Section	1,147	939	82%	207	Poss savings	Apparent savings of \$207K will be reduced by payments in progress of \$75K (internal audits), carry forward request \$78K (fund WHS Officer 2015), residual saving est. at \$40K subject to final payments/adjustments.	
Costs Charged to Other Accounts	-4,484	-4,484	100%	0	No issues	Recoveries from Waste and Car Parking are as budgeted	
<b>Expense Total</b>	<b>26,700</b>	<b>25,988</b>	<b>97%</b>	<b>712</b>			
<b>Corporate Services Total</b>	<b>-36,435</b>	<b>-37,812</b>	<b>104%</b>	<b>1,377</b>			

**INVESTMENTS REPORT TO COUNCIL AS AT 30 JUNE 2014**



**Investment Portfolio**

CREDIT RATING	COUNTERPARTY	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	WEIGHTED AVERAGE RATE	INSTITUTION TOTALS	% P/FOLIO PER COUNTER PARTY
<b>LT - ST</b>								
<b>Major Banks Total @ Invested</b>		<b>\$39,825,004.22</b>	<b>59.19%</b>	<b>of portfolio</b>				
AA - A1+	National Bank	\$ 1,008,699.18	3.80%	July 1, 2014	1	0.000569735		
AA - A1+	National Bank	\$ 1,000,000.00	3.78%	July 8, 2014	8	0.000561848		
AA - A1+	National Bank	\$ 1,012,323.84	3.78%	July 15, 2014	15	0.000568773		
AA - A1+	National Bank	\$ 1,000,000.00	3.78%	July 15, 2014	15	0.000561848		
AA - A1+	National Bank	\$ 1,056,088.21	3.79%	July 29, 2014	29	0.000594931		
AA - A1+	National Bank	\$ 1,014,690.42	3.79%	July 29, 2014	29	0.000571610		
AA - A1+	National Bank	\$ 1,000,000.00	3.73%	August 12, 2014	43	0.000554417		
AA - A1+	National Bank	\$ 500,000.00	3.74%	September 30, 2014	92	0.000277951		
AA - A1+	National Bank	\$ 1,055,753.30	3.74%	September 30, 2014	92	0.000586896		
AA - A1+	National Bank	\$ 1,013,555.07	3.70%	October 28, 2014	120	0.000557412		
AA - A1+	National Bank	\$ 1,000,000.00	3.70%	October 28, 2014	120	0.000549957		
AA - A1+	National Bank	\$ 1,082,470.88	3.70%	November 4, 2014	127	0.000595313		
AA - A1+	National Bank	\$ 1,019,676.72	3.71%	December 2, 2014	155	0.000562294		
AA - A1+	National Bank	\$ 1,028,920.38	3.72%	December 23, 2014	176	0.000568921		
AA - A1+	National Bank	\$ 1,027,442.51	3.72%	December 30, 2014	183	0.000568104	\$ 14,819,620.51	22.03%
AA - A1+	Cominvest-Secure	\$ 2,000,000.00	3.55%	September 9, 2014	71	0.001055324	\$ 2,000,000.00	2.97%
AA - A1+	Westpac	\$ 1,062,903.13	3.64%	July 1, 2014	1	0.000575072		
AA - A1+	Westpac	\$ 1,012,945.21	3.70%	August 5, 2014	36	0.000557077		
AA - A1+	Westpac	\$ 1,041,030.18	3.70%	August 12, 2014	43	0.000572522		
AA - A1+	Westpac	\$ 1,101,988.73	3.67%	August 19, 2014	50	0.000601133		
AA - A1+	Westpac	\$ 1,000,000.00	3.70%	August 19, 2014	50	0.000549957		
AA - A1+	Westpac	\$ 1,000,000.00	3.70%	September 2, 2014	64	0.000549957		
AA - A1+	Westpac	\$ 1,000,000.00	3.70%	September 23, 2014	85	0.000549957		
AA - A1+	Westpac	\$ 1,000,000.00	3.74%	September 23, 2014	85	0.000555903		
AA - A1+	Westpac	\$ 1,016,569.86	3.70%	October 14, 2014	106	0.000559070		
AA - A1+	Westpac	\$ 1,000,000.00	3.72%	November 4, 2014	127	0.000552930		
AA - A1+	Westpac	\$ 1,019,158.90	3.73%	November 11, 2014	134	0.000565039		
AA - A1+	Westpac	\$ 532,203.37	3.72%	November 11, 2014	134	0.000294271		
AA - A1+	Westpac	\$ 1,000,000.00	3.72%	November 11, 2014	134	0.000552930		
AA - A1+	Westpac	\$ 1,000,000.00	3.72%	November 18, 2014	141	0.000552930		
AA - A1+	Westpac	\$ 1,000,000.00	3.72%	November 18, 2014	141	0.000552930		
AA - A1+	Westpac	\$ 1,000,000.00	3.72%	November 25, 2014	148	0.000552930		
AA - A1+	Westpac	\$ 1,018,249.86	3.72%	November 25, 2014	148	0.000563021		
AA - A1+	Westpac	\$ 1,000,000.00	3.73%	November 25, 2014	148	0.000554417		
AA - A1+	Westpac	\$ 1,000,000.00	3.71%	December 2, 2014	155	0.000551444		
AA - A1+	Westpac	\$ 1,020,300.00	3.72%	December 9, 2014	162	0.000564155		
AA - A1+	Westpac	\$ 1,060,878.95	3.71%	December 9, 2014	162	0.000585015		
AA - A1+	Westpac	\$ 1,119,155.52	3.73%	December 23, 2014	176	0.000620478		
AA - A1+	Westpac	\$ 1,000,000.00	3.73%	December 23, 2014	176	0.000554417	\$ 23,005,383.71	34.19%
<b>Regional Banks Total @ Invested</b>		<b>\$20,810,446.94</b>	<b>30.93%</b>	<b>of portfolio</b>				
AA - A1+	Bankwest	\$ 503,308.22	3.50%	July 8, 2014	8	0.000261836		
AA - A1+	Bankwest	\$ 1,000,000.00	3.40%	September 23, 2014	85	0.000505366	\$ 1,503,308.22	2.23%
A - A2	Bendigo Adelaide Bank	\$ 1,011,200.00	3.60%	July 1, 2014	1	0.000541087		
A - A2	Bendigo Adelaide Bank	\$ 1,027,357.27	3.85%	July 8, 2014	8	0.000587908		
A - A2	Bendigo Adelaide Bank	\$ 1,047,787.88	3.55%	July 22, 2014	22	0.000552878		
A - A2	Bendigo Adelaide Bank	\$ 1,000,000.00	3.45%	August 26, 2014	57	0.000512798	\$ 4,086,345.15	6.07%
A - A1	ING Bank	\$ 1,000,000.00	3.62%	July 22, 2014	22	0.000538066		
A - A1	ING Bank	\$ 1,000,000.00	3.59%	August 5, 2014	36	0.000533607		
A - A1	ING Bank	\$ 1,000,000.00	3.64%	August 26, 2014	57	0.000541039		
A - A1	ING Bank	\$ 1,000,000.00	3.64%	September 2, 2014	64	0.000541039		
A - A1	ING Bank	\$ 500,000.00	3.80%	September 23, 2014	85	0.000282411		
A - A1	ING Bank	\$ 1,000,000.00	3.80%	September 30, 2014	92	0.000564821		
A - A1	ING Bank	\$ 1,000,000.00	3.80%	October 14, 2014	106	0.000564821		
A - A1	ING Bank	\$ 1,040,131.38	3.66%	October 21, 2014	113	0.000565844		
A - A1	ING Bank	\$ 1,031,835.62	3.69%	October 21, 2014	113	0.000565932		
A - A1	ING Bank	\$ 1,019,922.19	3.61%	December 16, 2014	169	0.000547270		
A - A1	ING Bank	\$ 1,018,843.84	3.61%	December 16, 2014	169	0.000546691		
A - A1	ING Bank	\$ 1,020,301.37	3.60%	January 6, 2015	190	0.000545957	\$ 11,631,034.40	17.29%
A+ - A1	Suncorp-Metway Limited	\$ 518,834.66	3.45%	July 22, 2014	22	0.000266057		
A+ - A1	Suncorp-Metway Limited	\$ 2,000,000.00	3.50%	September 16, 2014	78	0.001040460		
A+ - A1	Suncorp-Metway Limited	\$ 1,070,924.51	3.60%	October 21, 2014	113	0.000573045	\$ 3,589,759.17	5.34%
<b>Credit Societies Total @ Invested</b>		<b>\$ 6,642,481.85</b>	<b>9.87%</b>	<b>of portfolio</b>				
Not Rated*	Defence Bank	\$ 1,036,708.12	3.80%	July 29, 2014	29	0.000585555	\$ 1,036,708.12	1.54%
BBB+ - A2	People's Choice Credit Union	\$ 1,012,826.30	3.60%	August 26, 2014	57	0.000541957		
BBB+ - A2	People's Choice Credit Union	\$ 1,014,851.51	3.60%	September 30, 2014	92	0.000543041		
BBB+ - A2	People's Choice Credit Union	\$ 1,015,526.58	3.62%	October 7, 2014	99	0.000546421		
BBB+ - A2	People's Choice Credit Union	\$ 1,013,501.37	3.62%	October 7, 2014	99	0.000545331		
BBB+ - A2	People's Choice Credit Union	\$ 531,466.32	3.62%	October 7, 2014	99	0.000285964		
BBB+ - A2	People's Choice Credit Union	\$ 1,017,601.65	3.68%	October 28, 2014	120	0.000556613	\$ 5,605,773.73	8.33%
<b>NT Government Total @ Invested</b>		<b>\$ -</b>	<b>0.00%</b>	<b>of portfolio</b>				
<b>TOTAL FUNDS INVESTED</b>		<b>\$ 67,277,933.01</b>	<b>100.00%</b>	<b>Average Days to Maturity</b>	<b>91.00</b>	<b>3.68% Weighted Average</b>	<b>2.71% BBSW 90 Day Rate</b>	<b>100.00%</b>
<b>GENERAL BANK FUNDS</b>		<b>\$ 2,297,222.01</b>	<b>Type of Investment</b>		<b>Amount</b>	<b>% Portfolio</b>		
<b>TOTAL ALL FUNDS</b>		<b>\$ 69,575,155.02</b>	Term Deposit		\$ 67,277,933.01	97%		
			Bank Bills		\$ -			
			Negotiable Certificate of Deposit		\$ -			
<b>Total Budget Investment Earnings</b>		<b>\$ 2,363,959.00</b>	CBA At Call		\$ 2,297,222.01	3%		
<b>Year to Date Investment Earnings</b>		<b>\$ 1,827,768.42</b>			<b>\$ 69,575,155.02</b>	<b>100%</b>		



## 2013-14 Reserves Summary

For the Year to Date

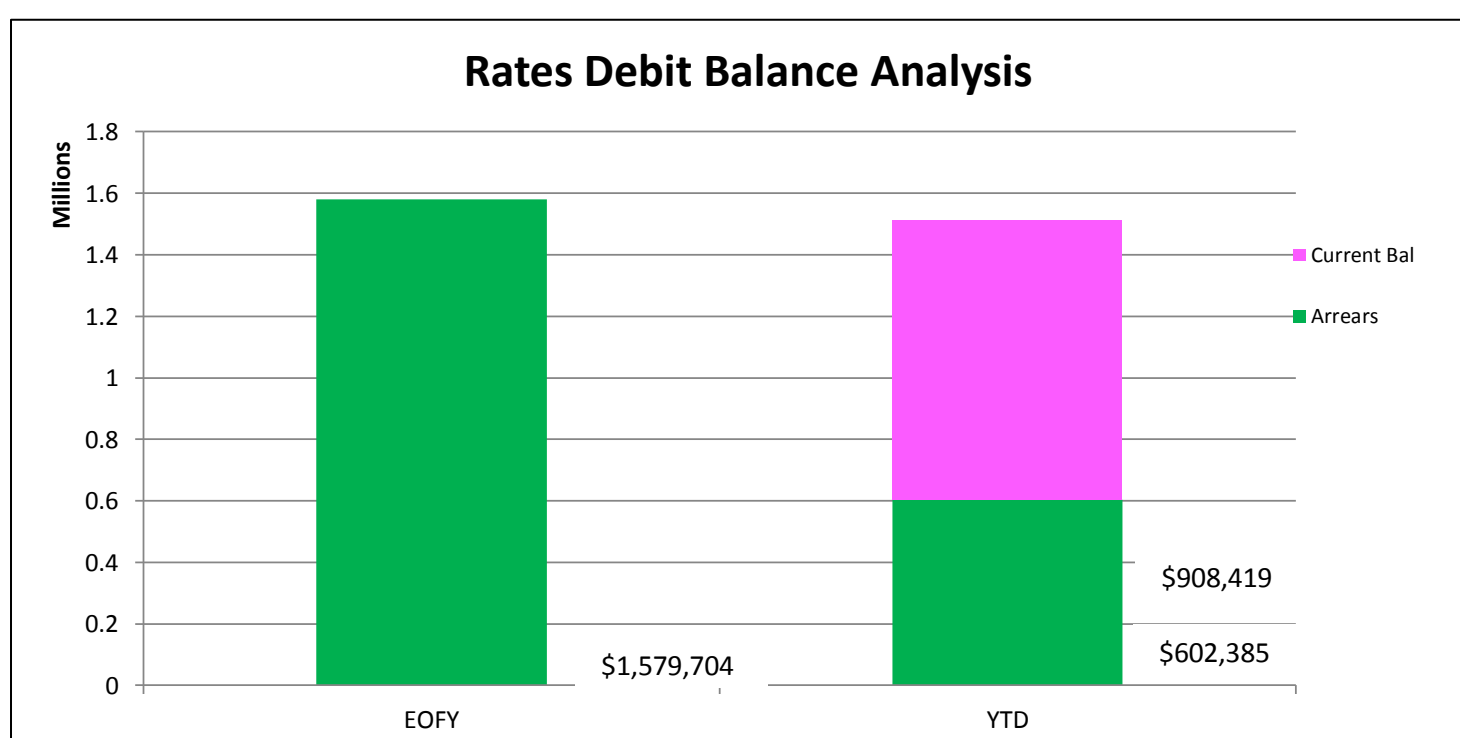
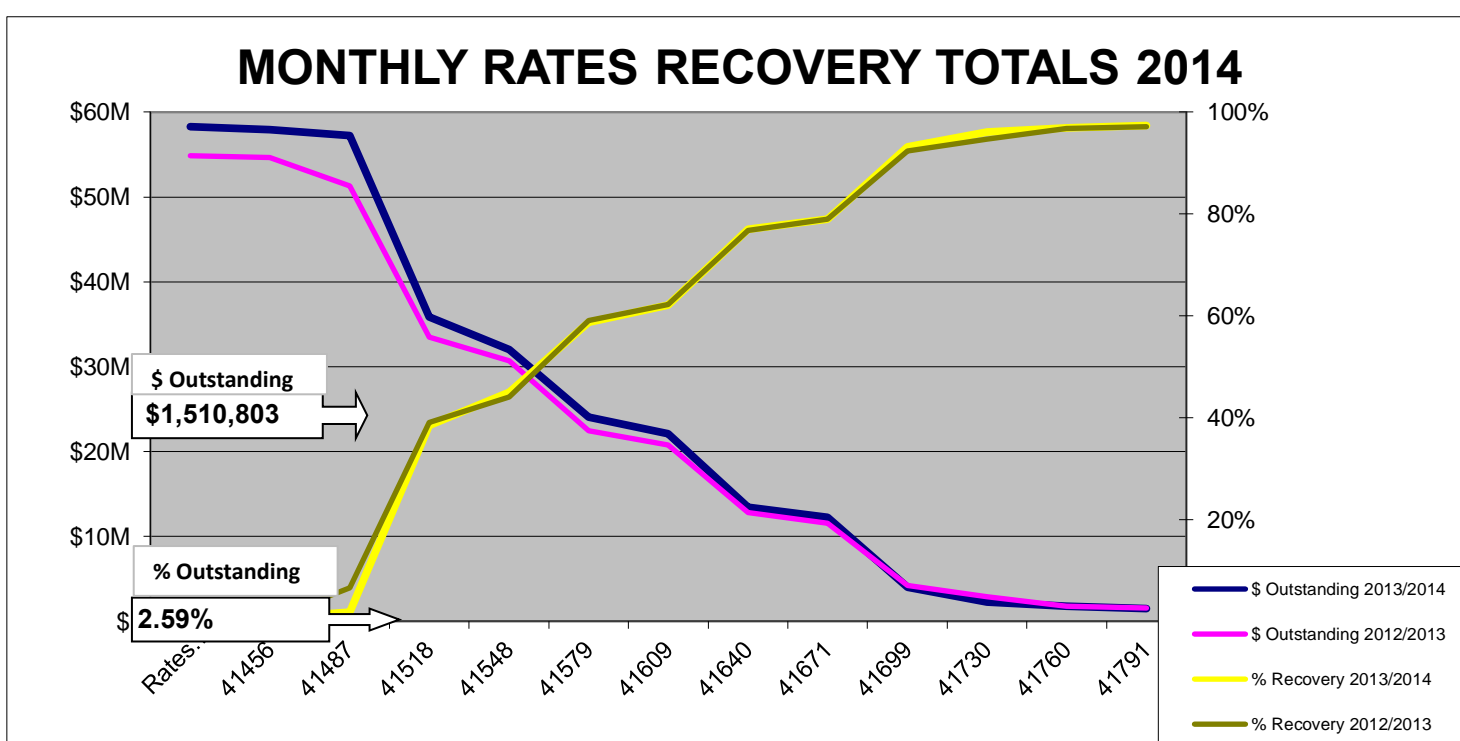
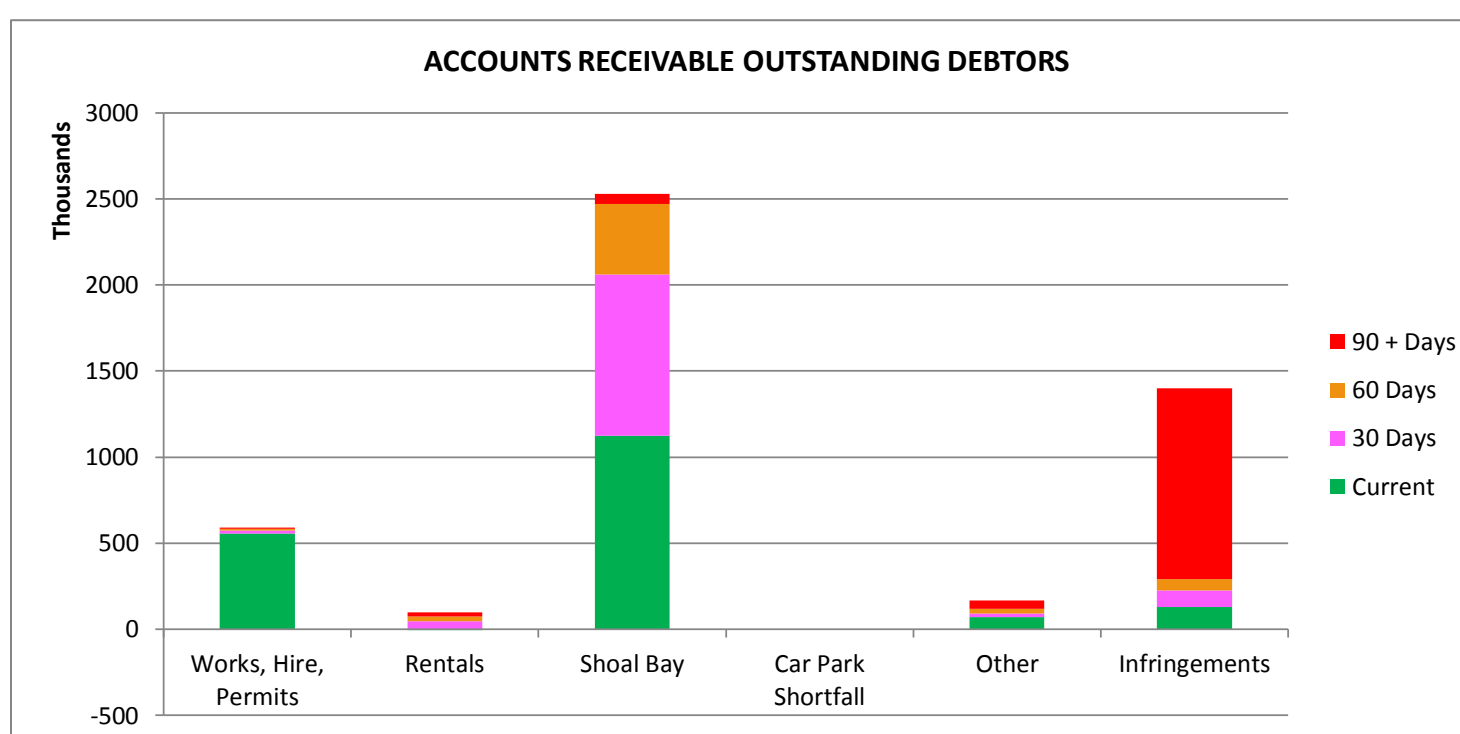
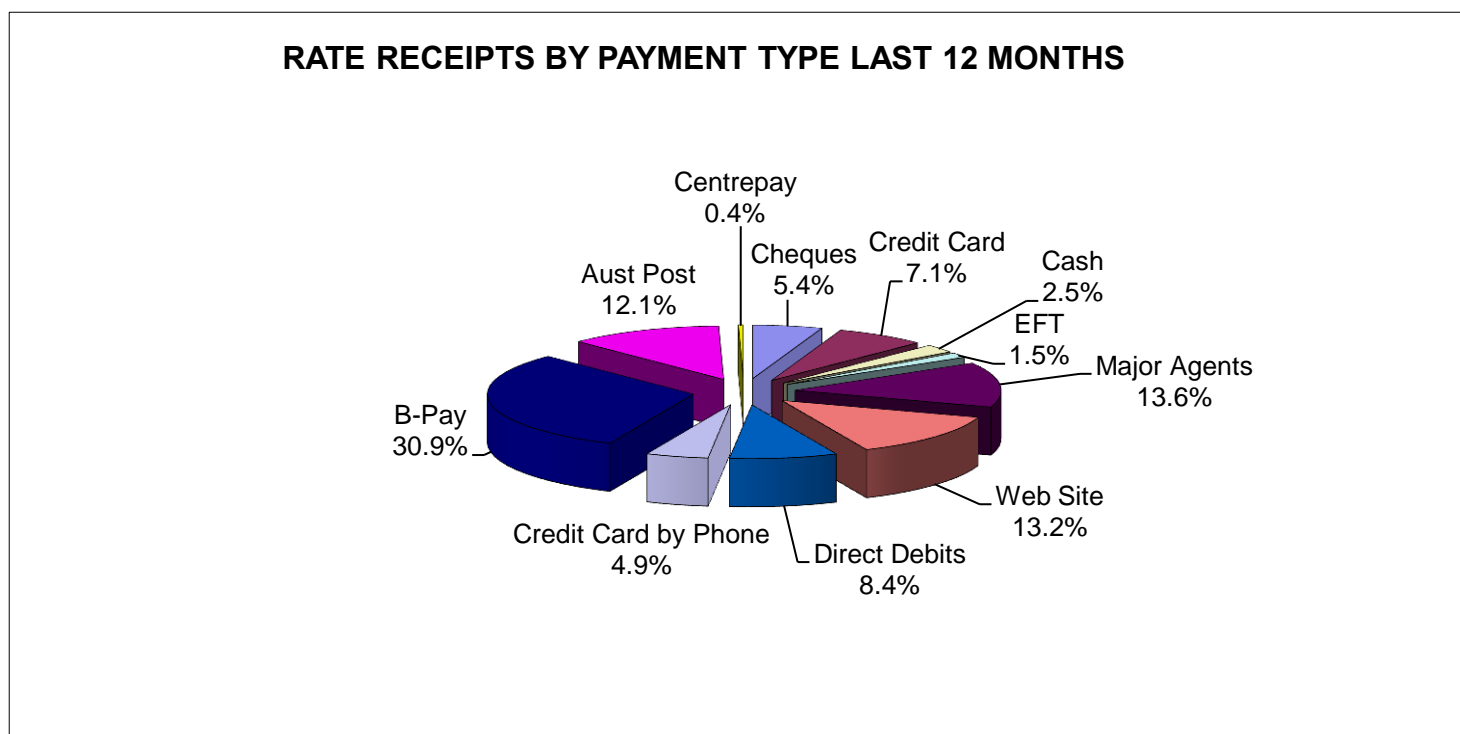
30 June 2014



Reserves - internally restricted			Reserves - legally restricted			Reserves - all		
Total - internally restricted	Budget	Actual	Total - legally restricted	Budget	Actual	Total - all	Budget	Actual
Opening Balance	21,689,384	21,689,384	Opening Balance	23,974,753	23,974,753	Opening Balance	45,664,137	45,664,137
Operating Transfers	4,237,165	5,961,642	Operating Transfers	163,218	-174,752	Operating Transfers	4,400,383	5,786,890
Capital Transfers	-9,379,219	-5,967,215	Capital Transfers	-2,972,560	-532,864	Capital Transfers	-12,351,779	-6,500,079
Net transfers	-5,142,054	-5,574	Net transfers	-2,809,342	-707,615	Net transfers	-7,951,396	-713,189
Closing Balance	16,547,330	21,683,810	Closing Balance	21,165,411	23,267,138	Closing Balance	37,712,741	44,950,948
<b>Asset Replacement</b>	<b>Budget</b>	<b>Actual</b>	<b>CBD Carparking - Cont.</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	2,613,451	2,613,451	Opening Balance	8,061,624	8,061,624			
Operating Transfers	4,250,415	4,250,415	Operating Transfers	390,377	326,453			
Capital Transfers	-3,745,602	-2,558,220	Capital Transfers	-	-			
Closing Balance	3,118,264	4,305,646	Closing Balance	8,452,001	8,388,077			
<b>Carry Forward Cap Wks</b>	<b>Budget</b>	<b>Actual</b>	<b>CBD Carparking - Rate</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	5,688,185	5,688,185	Opening Balance	6,498,438	6,498,438			
Operating Transfers	-3,517,809	-3,517,809	Operating Transfers	1,251,551	1,255,854			
Capital Transfers	-2,170,376	-2,170,376	Capital Transfers	-	-			
Closing Balance	-	-	Closing Balance	7,749,989	7,754,292			
<b>Coastal Foreshore Mgt</b>	<b>Budget</b>	<b>Actual</b>	<b>DEC Air-Conditioning</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	33,575	33,575	Opening Balance	288,000	288,000			
Operating Transfers	-	-	Operating Transfers	36,000	36,000			
Capital Transfers	-	-	Capital Transfers	-	-			
Closing Balance	33,575	33,575	Closing Balance	324,000	324,000			
<b>Darwin Cemetery</b>	<b>Budget</b>	<b>Actual</b>	<b>Developer Cont's</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	76,608	76,608	Opening Balance	3,076,959	3,076,959			
Operating Transfers	-	-	Operating Transfers	-55,486	72,944			
Capital Transfers	-	-	Capital Transfers	-2,573,899	-186,930			
Closing Balance	76,608	76,608	Closing Balance	447,574	2,962,973			
<b>DEC Refurbishment</b>	<b>Budget</b>	<b>Actual</b>	<b>Highway/Commercial</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	633,078	633,078	Opening Balance	60,956	60,956			
Operating Transfers	-	-	Operating Transfers	3,005	2,330			
Capital Transfers	-	-	Capital Transfers	-	-			
Closing Balance	633,078	633,078	Closing Balance	63,961	63,286			
<b>Disaster Contingency</b>	<b>Budget</b>	<b>Actual</b>	<b>Market Development</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	2,518,680	2,518,680	Opening Balance	192,504	192,504			
Operating Transfers	-	-	Operating Transfers	42,242	27,533			
Capital Transfers	-	-	Capital Transfers	-25,600	-21,998			
Closing Balance	2,518,680	2,518,680	Closing Balance	209,146	198,039			
<b>Election Expense</b>	<b>Budget</b>	<b>Actual</b>	<b>Other Carparking</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	62,500	62,500	Opening Balance	372,568	372,568			
Operating Transfers	64,188	64,188	Operating Transfers	13,956	14,241			
Capital Transfers	-	-	Capital Transfers	-	-			
Closing Balance	126,688	126,688	Closing Balance	386,524	386,809			
<b>Environmental</b>	<b>Budget</b>	<b>Actual</b>	<b>Unspent Grants</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	110,885	110,885	Opening Balance	3,266,081	3,266,081			
Operating Transfers	-20,675	-3,755	Operating Transfers	-2,525,907	-2,439,961			
Capital Transfers	-	-	Capital Transfers	-250,820	-250,820			
Closing Balance	90,210	107,130	Closing Balance	489,354	575,300			
<b>Nightcliff Hall</b>	<b>Budget</b>	<b>Actual</b>	<b>Waste Management</b>	<b>Budget</b>	<b>Actual</b>			
Opening Balance	63,796	63,796	Opening Balance	2,157,623	2,157,623			
Operating Transfers	12,397	12,590	Operating Transfers	1,007,480	529,854			
Capital Transfers	-15,892	-15,892	Capital Transfers	-122,241	-73,116			
Closing Balance	60,301	60,494	Closing Balance	3,042,862	2,614,361			
<b>Off &amp; On Street Parking</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	7,430,325	7,430,325						
Operating Transfers	1,678,912	3,169,600						
Capital Transfers	-504,389	-18,311						
Closing Balance	8,604,848	10,581,614						
<b>Plant Replacement</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	1,095,219	1,095,219						
Operating Transfers	1,769,737	1,986,413						
Capital Transfers	-2,742,960	-1,194,658						
Closing Balance	121,996	1,886,974						
<b>Public Art</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	380,970	380,970						
Operating Transfers	-	-						
Capital Transfers	-	-						
Closing Balance	380,970	380,970						
<b>Purchase of Land</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	153,863	153,863						
Operating Transfers	-	-						
Capital Transfers	-100,000	-9,758						
Closing Balance	53,863	144,105						
<b>Sale of Land</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	249,550	249,550						
Operating Transfers	-	-						
Capital Transfers	-100,000	-						
Closing Balance	149,550	249,550						
<b>Watering</b>	<b>Budget</b>	<b>Actual</b>						
Opening Balance	578,699	578,699						
Operating Transfers	-	-						
Capital Transfers	-	-						
Closing Balance	578,699	578,699						



FINANCE DEPARTMENT  
SERVICE LEVEL REPORT TO COUNCIL  
FOR THE MONTH OF JUNE 2014



Pursuant to Local Government (Accounting) Regulations Sec 18(2)(b) the chart labelled "Accounts Receivable Outstanding Debtors" represents sundry debts owed to Council on an "aged" basis.

The chart labelled "Monthly Rates Recovery Totals" represents the amounts currently outstanding in Rates to Council, rates are either due or overdue, as such no further "ageing" is possible.

ENCL: CORPORATE AND ECONOMIC  
 YES DEVELOPMENT COMMITTEE/OPEN

AGENDA ITEM: 8.2

**LISTING OF CHEQUES / EFT PAYMENTS – JUNE 2014**

REPORT No.: 14A0133 MC:jm

COMMON No.: 339125

DATE: 23/07/2014

**Presenter: Manager Finance, Miles Craighead**

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

**PURPOSE**

The purpose of this report is to provide Council with a listing of all payments made during June 2014.

**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

PAGE: 2  
 REPORT NUMBER: 14A0008 MC:jm  
 SUBJECT: LISTING OF CHEQUES / EFT PAYMENTS – JUNE 2014

## **KEY ISSUES**

The following amounts were paid during the month of November 2013:-

<b>Payment Fund/Type</b>	<b>Cheque/Batch Numbers</b>		<b>\$</b>
<b>General Fund</b>	<b>From</b>	<b>To</b>	
Cheque Payments	915848	915899	47,886.87
Accounts payable EFT	90619	90641	7,519,828.71
Payroll EFT MOA	PY01-25	PY01-27	1,380,299.82
Payroll EFT MOA off cycle	PY03-14	PY03-14	7,042.90
Payroll EFT MEA	PY02-25	PY02-26	391,400.02
Payroll EFT MEA off cycle	PY04-06	PY04-06	15,715.22
Cancelled Payments			-1,266.96
<b>Total</b>			<b>9,360,906.58</b>
<b>Trust Fund</b>			
Cheque Payments	603582	603582	2,000.00
<b>Total</b>			<b>2,000.00</b>

A detailed list of payees and amounts supporting the total for cheques / EFT / Payroll payments is tabled as **Attachment A**.

## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 14A0133 MC:jm entitled Listing of Cheques / EFT Payments – June 2014, be received and noted.

## **BACKGROUND**

Nil

## **DISCUSSION**

Nil

## **CONSULTATION PROCESS**

Nil

## **POLICY IMPLICATIONS**

Nil

PAGE: 3  
REPORT NUMBER: 14A0008 MC:jm  
SUBJECT: LISTING OF CHEQUES / EFT PAYMENTS – JUNE 2014

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### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

Nil

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

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

**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](mailto:m.craighead@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Listing of Cheques / EFT Payments – June 2014

# ATTACHMENT A

## PAYMENTS SUMMARY REPORT FOR MONTH ENDING 30 JUNE 2014

<u>Payment Reference or Cheque No.</u>	<u>Date</u>	<u>Payee</u>	<u>Warrant Description</u>	<u>EFT/Cheque Value</u>	<u>Contract No.</u>
<b>General Cheques &amp; EFT's Fund 5</b>					
<b>Payments &gt; \$100,000</b>					
90640/6355-01	26/06/2014	GILBERT MINING GROUP PTY LTD	DUPLICATION & UPGRADE OF LEE POINT ROAD	\$1,037,221.26	2013/087
90619/867-01	03/06/2014	WESTPAC BANKING CORPORATION	FUNDS INVESTED	\$1,000,000.00	
90640/5837-01	26/06/2014	TERRITORIA CIVIL	OPERATION OF SHOAL BAY WASTE DISPOSAL SITE	\$572,073.75	2010/027
PY01-27	30/06/2014	PAYROLL MOA EMPLOYEES	PAYROLL	\$490,112.33	
PY01-26	18/06/2014	PAYROLL MOA EMPLOYEES	PAYROLL	\$450,922.61	
PY01-25	04/06/2014	PAYROLL MOA EMPLOYEES	PAYROLL	\$439,264.88	
90640/3664-01	26/06/2014	ASPHALT COMPANY AUSTRALIA PTY LTD	SUPPLY OF HOTMIX ASPHALT AND SPRAY SEAL & MINOR ASPHALT WORKS PROGRAM	\$366,632.63	2011/043, 2013/079, 2013/080
90639/418-01	26/06/2014	POWER AND WATER CORPORATION	PAWA UTILITIES	\$328,429.51	
90640/986-01	26/06/2014	MOUSELLIS & SONS PTY LTD	STORMWATER REPAIRS KNOWLES ST AND EQUIPMENT HIRE	\$320,001.99	2011/046 & 2013/065
90638/2528-01	26/06/2014	CLEANAWAY LIMITED	COLLECTION OF DOMESTIC GARBAGE & RECYCLABLES	\$315,612.87	2007/060
PY02-25	11/06/2014	PAYROLL MEA EMPLOYEES	PAYROLL	\$197,127.44	
PY02-26	25/06/2014	PAYROLL MEA EMPLOYEES	PAYROLL	\$194,272.58	
90635/4-01	26/06/2014	AUSTRALIAN TAXATION OFFICE	PAYG REMITTANCE	\$153,233.95	
90625/4-01	12/06/2014	AUSTRALIAN TAXATION OFFICE	PAYG REMITTANCE	\$153,033.55	
90640/4285-01	26/06/2014	HAYS SPECIALIST RECRUITMENT PTY LTD	PROVISION OF TEMPORARY LABOUR SERVICES	\$147,727.59	2013/018D
90622/2241-01	05/06/2014	HIDDEN VALLEY FORD	SUPPLY FOUR NEW PX RANGERS 2.2L DIESEL	\$143,279.04	2012/072
90640/469-01	26/06/2014	GENERAL EXCAVATORS PTY LTD	RAPID CREEK SHARED PATH WORKS AND OTHER MINOR CIVIL WORKS	\$137,389.20	2011/040
90640/4920-01	26/06/2014	DEMPSEY CONSOLIDATED PTY LTD	MANAGEMENT OF CASUARINA, NIGHTCLIFF & PARAP POOLS	\$110,760.66	2011/049
90640/3656-01	26/06/2014	SHADE AND PLAY PTY LTD	SUPPLY AND INSTALL PLAYGROUND EQUIPMENT TO DUKE, ANTHONY AND YOUNG PARKS	\$105,375.50	
<b>Payments \$99,999 - \$50,000</b>					
90640/5126-01	26/06/2014	PROGRAMMED PROPERTY SERVICES	MUNICIPAL MOWING FOR DARWIN CITY COUNCIL	\$99,817.30	2011/061
90640/6190-01	26/06/2014	ACORN GLOBAL RECRUITMENT PTY LTD	PROVISION OF TEMPORARY LABOUR SERVICES	\$81,249.03	2013/018
90640/2239-01	26/06/2014	G & T ELECTRICAL ENTERPRISES PTY LTD	PROVISION OF ELECTRICAL SERVICES	\$81,143.20	2012/064
90631/6451-01	19/06/2014	JOHNNY COOL DARWIN PTY LTD	CASUARINA SOLAR INSTALLATION	\$73,614.60	2013/091
90640/2464-01	26/06/2014	TERRITORY DEBT COLLECTORS	DEBT COLLECTION SERVICES	\$72,474.16	2010/023
90640/4675-01	26/06/2014	WILDMAN LAND MANAGEMENT	WEED CONTROL AND MANAGEMENT	\$61,700.00	
90640/2320-01	26/06/2014	P & K PLUMBING	PLUMBING SERVICES	\$61,652.80	
90628/4-01	19/06/2014	AUSTRALIAN TAXATION OFFICE	PAYG REMITTANCE	\$50,599.75	
90620/4-01	05/06/2014	AUSTRALIAN TAXATION OFFICE	PAYG REMITTANCE	\$50,478.20	
<b>Payments \$49,999 - \$10,000</b>					
90640/5937-01	26/06/2014	ALTIFORM PTY LTD	SUPPLY URBAN EDGE ENCLOSURES FOR WHEELIE BIN	\$49,407.60	
90640/4961-01	26/06/2014	REMOTE AREA TREE SERVICES PTY LTD	TREE PLANTING AND MAINTENANCE SERVICES	\$48,298.86	2011/053
90631/5197-01	19/06/2014	LOGICOIL	SUPPLY BULK FUEL	\$44,975.64	
90640/3441-01	26/06/2014	SMEC AUSTRALIA PTY LTD	REDESIGN OF LEE POINT ROAD DUPLICATION	\$44,770.00	
90640/1294-01	26/06/2014	JACOBS GROUP	FANNIE BAY AND BERRIMAH NORTH TRAFFIC STUDY	\$42,625.00	
90640/5064-01	26/06/2014	ARAFURA TREE SERVICES PTY LTD	PROVISION OF ARBORICULTURAL SERVICES	\$40,057.15	2011/054
90640/3916-01	26/06/2014	APARC PTY LTD	PARKING MACHINE MAINTENANCE	\$39,415.00	2010/101



90631/2566-01	19/06/2014	CARDNO (NT) PTY LTD	PROFESSIONAL SERVICES	ESPLANADE RECONSTRUCTION	\$9,312.38	
90622/885-01	05/06/2014	CIVICA	LICENCE RENEWAL FEE	GIS INTEGRATION	\$9,190.50	
90631/5452-01	19/06/2014	AUSTRALASIAN PLAYGROUNDS PTY LTD	SUPPLY OUTDOOR EXERCISE EQUIPMENT	KOOLIN	\$9,091.50	
90640/3698-01	26/06/2014	READY WORKFORCE PTY LTD	TEMPORARY EMPLOYMENT		\$8,871.95	
90631/5190-01	19/06/2014	VEG NORTH	WEED CONTROL AND MANAGEMENT		\$8,775.80	
90640/5478-01	26/06/2014	HERBERT SMITH FREEHILLS	CONSULTANCY FEE - ENTERPRISE BARGAINING		\$8,634.51	
90622/5819-01	05/06/2014	NEXTGEN NETWORKS PTY LTD	INTERNET CORPORATE FEE		\$8,628.40	
90622/3329-01	05/06/2014	CAPTIVATE	NEW INTRANET FOR COD + 3 YEAR MAINTENANCE		\$8,470.00	2013/007
00915888	26/06/2014	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES		\$8,129.79	
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - FLEET MANAGER		\$8,008.90	
90631/1606-01	19/06/2014	CULLEN BAY MARINA MANAGEMENT	QUARTERLY LANDSCAPING CONTRIBUTION		\$7,627.84	
90640/3517-01	26/06/2014	MICHEL'S WARREN MUNDAY	CONSULTANCY FEES & COMMUNITY ENGAGEMENT		\$7,618.29	
90631/4609-01	19/06/2014	GREENHILL ENGINEERS	STUART PARK STORMWATER DRAINAGE STUDY AND MCLACHLAN STREET VERGE UPGRADE SURVEY		\$7,420.60	
90633/1913-01	19/06/2014	STRONSAY MOWING PTY LTD	MOWING VARIOUS LOCATIONS		\$7,402.65	
90624/967-01	10/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - FLEET MANAGER		\$7,353.05	
PY03-14	05/06/2014	PAYROLL MOA EMPLOYEES	PAYROLL		\$7,042.90	
90627/4476-01	12/06/2014	MR F TAM	BOBCAT & TRUCK HIRE		\$6,920.00	
90640/3783-01	26/06/2014	WALLBRIDGE & GILBERT RFP	PROFESSIONAL SERVICES	GREEN ST STORMWATER MITIGATION & CENOTAPH ADDITIONS	\$6,743.00	
90627/6402-01	12/06/2014	HUMPTY DOO VETERINARY CLINIC PTY LTD	VETERINARY SERVICES		\$6,462.85	
90640/350-01	26/06/2014	DARWIN PLANT WHOLESALERS	SUPPLY ASSORTED PLANTS		\$6,449.32	
90623/4684-01	06/06/2014	ALDERMAN R M KNOX	ALDERMAN ALLOWANCE		\$6,421.52	
90622/5824-01	05/06/2014	SERVER ROOM SPECIALISTS	SUPPLY AND INSTALLATION OF 110KVA GENERATOR AND A 60KVA UPS		\$6,400.00	2012/089
90631/3296-01	19/06/2014	SCORPION TECHNOLOGY	IT HARDWARE (SCORPTEC)		\$6,302.00	
90631/4341-01	19/06/2014	CHAINMESH SUPPLIES PTY LTD	REPAIR CRICKET NETS NIGHTCLIFF AND GARDENS OVALS		\$6,300.00	
90640/241-01	26/06/2014	CITY WRECKERS	TRANSPORT VEHICLES VARIOUS LOCATIONS		\$6,299.21	
90640/5671-01	26/06/2014	MINTER ELLISON LAWYERS	PROVISION OF LEGAL SERVICES		\$6,259.00	2012/001
90640/286-01	26/06/2014	COONAWARRA PANEL WORKS	VEHICLE DAMAGE REPAIRS		\$6,165.93	
90640/5881-01	26/06/2014	BOAB DESIGN	DESIGN AND PRINTING SERVICES		\$6,118.20	
90640/2215-01	26/06/2014	FENCE FACTORY	SUPPLY METAL BOLLARDS & SUPPLY/INSTALL FENCE PANELS IN PROGRESS DRIVE		\$6,035.00	
90631/5987-01	19/06/2014	CSG COMMUNICATIONS PTY LTD	CANON PRINTER SERVICES		\$5,983.34	
90640/1333-01	26/06/2014	M & G PAINTERS AND PARTNERS PTY LTD	PROVISION OF PAINTING SERVICES		\$5,979.20	2011/050
90636/235-01	26/06/2014	CHILD SUPPORT AGENCY / AUSTRALIAN	PAYROLL DEDUCTION		\$5,891.18	
90640/406-01	26/06/2014	INTEGRATED SWITCHGEAR & SYSTEMS PTY LTD	SUPPLY IRRIGATION CONSUMABLES		\$5,640.80	
90627/400-01	12/06/2014	EARL JAMES & ASSOCIATES	CORPORATE CREDIT CARD - INFRASTRUCTURE GM		\$5,401.00	
90624/967-01	10/06/2014	CITY OF DARWIN	LOCK AND KEY MAINTENANCE		\$5,396.67	
90640/2812-01	26/06/2014	MOBILE LOCKSMITHS	SUPPLY/INSTALL EXTINGUISHERS & HOSE REEL TO VARIOUS LOCATIONS		\$5,376.80	
90640/4733-01	26/06/2014	SOUTHERN STARR FIRE PROTECTION	HARDWARE, GARDENING & PAINTING SUPPLIES		\$5,208.00	
90640/197-01	26/06/2014	BUNNINGS BUILDING SUPPLIES PTY LTD	LANDSCAPING SUPPLIES		\$5,193.72	
90627/1773-01	12/06/2014	AVANTI LANDSCAPING SUPPLIES	TYRE FITTING AND MAINTENANCE		\$5,000.00	
90640/3787-01	26/06/2014	BEAUREPAIRS FOR TYRES - WINNELLIE	PROFESSIONAL SERVICES	CHINATOWN CARPARK LIGHTING, SOLAR SYSTEM TENDER BRIEF & PUBLIC LIGHTING TECHNICAL REPORT	\$4,972.80	
90631/6356-01	19/06/2014	LUCID CONSULTING ENGINEERS (NT) PTY LTD	PROFESSIONAL SERVICES	SMITH ST INTERSECTIONS	\$4,972.00	
90631/3441-01	19/06/2014	SMC AUSTRALIA PTY LTD	MOWING VARIOUS LOCATIONS		\$4,950.00	
90638/1913-01	26/06/2014	STRONSAY MOWING PTY LTD	TRAINING AND EDUCATION COSTS - DEVELOPMENT, INFRASTRUCTURE		\$4,855.50	
90627/4296-01	12/06/2014	EARTHWORKS TRAINING & ASSESSMENT	STATIONERY/SUPPLIES		\$4,800.00	
90640/199-01	26/06/2014	IMAGE OFFSET PTY LTD	CORPORATE CREDIT CARD - CORPORATE SERVICES GM		\$4,750.90	
90624/967-01	10/06/2014	CITY OF DARWIN	SOCCER GOAL PACKAGE - RAPID CREEK OVAL		\$4,747.16	
90631/4914-01	19/06/2014	PILA GROUP PTY LTD	PROFESSIONAL SERVICES - DEVELOP A GOVERNANCE MODEL		\$4,735.50	
90640/6325-01	26/06/2014	MORRISON LOW CONSULTANTS PTY LIMITED	DARWIN SMASH REPAIRS - DAMAGED VEHICLE		\$4,663.66	
00915897	26/06/2014	MAYDIA PARRY	FUEL ACCOUNT		\$4,620.15	
90640/178-01	26/06/2014	BP AUSTRALIA PTY LTD	MEDICAL SERVICES		\$4,467.07	
90640/3962-01	26/06/2014	JOBBIT HEALTH GROUP	GENERAL CONSULTATION	ECM UPGRADE	\$4,455.85	
90627/4108-01	12/06/2014	TECHNOLOGYONE			\$4,312.00	



90622/1882-01	05/06/2014	STAR FACTORS	VEHICLE REPAIRS AND MAINTENANCE	\$4,177.25
90627/6536-01	12/06/2014	FLANAGAN CONSULTING GROUP	REVIEW TRAFFIC SAFETY AUDIT CASUARINA SQUARE	\$4,125.00
90631/2837-01	19/06/2014	MS C A VERNON	IT CONSULTING SERVICES	\$4,125.00
90640/5453-01	26/06/2014	MARINER TRAVEL PTY LTD	PROVISION OF TRAVEL SERVICES - CUSTOMER SERVICE	\$4,117.09
90640/6351-01	26/06/2014	CHEMICAL ESSENTIALS PTY LTD	SUPPLY CLEANING MATERIALS	\$4,038.10
90640/3943-01	26/06/2014	KONE ELEVATORS PTY LTD	MAINTENANCE OF ELEVATORS AT WEST LANE CAR PARK	\$4,038.05
90623/409-01	06/06/2014	ALDERMAN R KELIX	ALDERMAN ALLOWANCE	\$3,928.18
90640/2229-01	26/06/2014	TERRITORY ASSET MANAGEMENT	UNDERTAKE TRAFFIC DATA COLLECTION, ANALYSE AND PROVIDE REPORTS	\$3,918.45
90623/5349-01	06/06/2014	ALDERMAN S J NIBLOCK	ALDERMAN ALLOWANCE	\$3,834.26
90640/668-01	26/06/2014	SBA DISTRIBUTORS PTY LTD	STATIONERY/SUPPLIES	\$3,755.85
90640/1031-01	26/06/2014	GARRARDS PTY LTD	SUPPLY HERBICIDES AND CHEMICALS AND FOOD FOR ANIMAL POUND	\$3,707.71
90623/4064-01	06/06/2014	ALDERMAN G J HASLETT	ALDERMAN ALLOWANCE	\$3,662.30
90631/6005-01	19/06/2014	F E TECHNOLOGIES PTY LTD	PURCHASE MOBILE SCANNER - 50% FINAL PAYMENT	\$3,657.50
90640/3632-01	26/06/2014	KOMPAN PLAYSCAPE PTY LTD	SUPPLY PLAYGROUND EQUIPMENT PARTS PAVONIA WAY PARK	\$3,628.70
90640/295-01	26/06/2014	CRIDLANDSMB	PROVISION OF LEGAL SERVICES	\$3,617.90
90623/5344-01	06/06/2014	ALDERMAN K J WORDEN	ALDERMAN ALLOWANCE	\$3,612.30
90623/5347-01	06/06/2014	ALDERMAN J M ANICTOMATIS	ALDERMAN ALLOWANCE	\$3,490.34
90623/3244-01	06/06/2014	ALDERMAN A R MITCHELL	ALDERMAN ALLOWANCE	\$3,440.34
90627/350-01	12/06/2014	DARWIN PLANT WHOLESALERS	SUPPLY ASSORTED PLANTS	\$3,415.50
90631/3659-01	19/06/2014	AUSTRALIAN GOLF COURSE ASSOCIATION	ANNUAL INSPECTION GARDENS PARK GOLF COURSE	\$3,410.00
90640/1158-01	26/06/2014	GEMINEX NORTHERN TERRITORY	SUPPLY UNIFORMS	\$3,362.25
90640/6555-01	26/06/2014	DARWIN STEEL SUPPLIES	SUPPLY STEEL BAR	\$3,340.40
90623/1571-01	06/06/2014	ALDERMAN R LESLEY	ALDERMAN ALLOWANCE	\$3,318.38
90623/5331-01	06/06/2014	ALDERMAN G LAMBRINIDIS	ALDERMAN ALLOWANCE	\$3,300.00
90631/254-01	19/06/2014	COLEMANS PRINTING PTY LTD	PRINTING SERVICES	\$3,300.00
90631/4342-01	19/06/2014	NORTHERN TERRITORY MAJOR EVENTS COM	GRANT FOR V8 SUPERCARS - SUPPORT SERVICE	\$3,300.00
90631/2944-01	19/06/2014	NORTHERN TERRITORY ENVIRONMENTAL	WATER TESTING AND ANALYSIS	\$3,290.65
90640/5113-01	26/06/2014	SMART DISTRIBUTION SERVICES	SMART METAL GRAFFITI REMOVER	\$3,192.20
90640/1535-01	26/06/2014	IRON MOUNTAIN AUSTRALIA PTY LTD	RECORDS MANAGEMENT	\$3,175.37
90640/279-01	26/06/2014	ASSOCIATED MASONRY SUPPLIES	PLANT REPAIRS AND MAINTENANCE	\$3,135.00
90640/4705-01	26/06/2014	GREENSPAN TECHNOLOGY PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$3,100.90
90623/3243-01	06/06/2014	ALDERMAN H I GALTON	ALDERMAN ALLOWANCE	\$3,096.42
90631/5195-01	19/06/2014	VOYAGER TRAILERS	SUPPLY OF BOX TRAILER	\$3,035.00
90627/5302-01	12/06/2014	NT WATER FILTERS	SUPPLY & INSTALL WATER CHILLER AT TIMEOUT GYM	\$3,023.90
90640/4537-01	26/06/2014	MACUTEX PTY LTD	BUILDING AUDITS - ADDITIONAL SERVICES	\$3,003.00
90640/3750-01	26/06/2014	DARWIN STEEL & PIPE SUPPLIES PTY LTD	SUPPLY STEEL BAR AND PARTS	\$2,975.50
90623/2365-01	06/06/2014	ALDERMAN G A LAMBERT	ALDERMAN ALLOWANCE	\$2,974.46
90622/4476-01	05/06/2014	MR F TAM	ALDERMAN ALLOWANCE	\$2,970.00
90622/3309-01	27/06/2014	SAFETYCARE AUSTRALIA PTY LTD	INSTALL PLASTIC BOLLARDS AT GEORGE CRES & FANNIE BAY OVAL	\$2,964.50
90641/967-01	05/06/2014	CITY OF DARWIN	MONTIE OHS TRAINING GUIDE - SERVER LICENSE	\$2,955.67
90622/4733-01	05/06/2014	SOUTHERN STARR FIRE PROTECTION	CORPORATE CREDIT CARD - CORPORATE SERVICES GM	\$2,894.87
90627/6493-01	12/06/2014	PAGE FURNISHERS	FIRE EQUIPMENT INSPECTION AND REPLACE EXTINGUISHERS	\$2,860.00
90640/3817-01	26/06/2014	PRESTON PRECISION ENGINEERING	SUPPLY FURNITURE - BENCH SEATS AT CASUARINA LIBRARY	\$2,860.00
90640/1882-01	26/06/2014	STAR FACTORS	PLANT REPAIRS AND MAINTENANCE	\$2,816.00
90640/695-01	26/06/2014	PROTECTOR ALSAFE PTY LTD	VEHICLE REPAIRS AND MAINTENANCE	\$2,800.27
90623/5332-01	06/06/2014	ALDERMAN R WANT DE ROWE	SAFETY WORKWEAR AND EQUIPMENT	\$2,752.50
00915857	05/06/2014	DARWIN 2014 INC	ALDERMAN ALLOWANCE	\$2,750.00
90631/3777-01	19/06/2014	NIGHTCLIFF ARTS, MUSIC AND CULTURE	EVENT SUPPORT SERVICES	\$2,720.00
90631/4476-01	19/06/2014	MR F TAM	REFUND SECURITY DEPOSIT	\$2,640.00
90629/418-01	19/06/2014	POWER AND WATER CORPORATION	BOBCAT & TRUCK HIRE	\$2,600.00
90640/3848-01	26/06/2014	DARWIN AUTO ELECTRICS PTY LTD	PAYROLL DEDUCTION	\$2,599.30
90622/2566-01	05/06/2014	CARDNO (NT) PTY LTD	PROFESSIONAL SERVICES DARWIN BIKE PLAN	\$2,596.00
90640/3563-01	26/06/2014	QBD THE BOOKSHOP	LIBRARY RESOURCES	\$2,523.31
90640/613-01	26/06/2014	MODERN TEACHING AIDS PTY LTD	FUNBUS MATERIALS	\$2,518.04
90620/418-01	05/06/2014	POWER AND WATER CORPORATION	PAYROLL DEDUCTION	\$2,500.00

90631/6587-01	19/06/2014	GABBA SPORTING PRODUCTS	GABBA GRASS TEST - KAHLIN OVAL NETS	\$2,475.00	
90640/5872-01	26/06/2014	ARNO'S TYRE SERVICE PTY LTD	TYRE FITTING AND MAINTENANCE	\$2,428.80	
90640/6624-01	26/06/2014	MS S M BROWN	RATES REFUND	\$2,400.00	
90631/5061-01	19/06/2014	ARAFURA CONNECT	WIRELESS WIFI AND SUPPORT DARWIN MALL	\$2,380.00	
90640/4667-01	26/06/2014	ELTON CONSULTING	PROFESSIONAL SERVICES TOWN PLANNING	\$2,277.77	
90622/491-01	05/06/2014	JAPE KONG SU NOMINEES PTY LTD	SUPPLY OFFICE FURNITURE RECORDS SECTION	\$2,271.00	
90640/2593-01	26/06/2014	ALL CAST (NT) DRAINAGE SYSTEMS PTY LTD	SUPPLY CONCRETE TABLES	\$2,270.40	
90627/3071-01	12/06/2014	AUSTRALIAN HUMAN RESOURCES INSTITUTE	CONFERENCE REGISTRATION - EMPLOYEE RELATIONS STAFF	\$2,268.00	
00915886	26/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT CUSTOMER SERVICE	\$2,241.95	
90622/2942-01	05/06/2014	LEADING EDGE COMPUTERS	PURCHASE IT HARDWARE - APPLE MACBOOK AIR 11 IN 2014 NOTEBOOK	\$2,228.00	
90631/4707-01	19/06/2014	CREATIVE SIGHTS	FIVE YEAR ARTS PLAN FINAL PAYMENT - ARTS POLICY	\$2,200.00	
90640/4572-01	26/06/2014	DARWIN CASTLES AND SLIDES	HIRE EQUIPMENT NIGHTCLIFF POOL - SEA BREEZE - SUPERVISED CROC CAVERN OBSTACLE COURSE	\$2,170.00	
90640/783-01	26/06/2014	TOP END SOUNDS	PROVISION OF PAVILION TROPICAL GARDEN 27/5 AND HIRE OF CHAIRS FOR USS PEARY 9/5	\$2,156.44	
90627/3225-01	12/06/2014	CASUARINA NEXTA NEWS	NEWSPAPERS CASUARINA LIBRARY	\$2,121.65	
90640/413-01	26/06/2014	HARVEY DISTRIBUTORS	SUPPLY CLEANING MATERIALS	\$2,110.68	
90640/2199-01	26/06/2014	VANDERFIELD MACHINERY P/L	PLANT REPAIRS AND MAINTENANCE	\$2,110.06	
90640/3580-01	26/06/2014	TOLL PRIORITY	COURIER SERVICE	\$2,093.96	
90624/967-01	10/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - COMMUNITY SERVICE GM	\$2,092.70	
90627/6036-01	12/06/2014	ITS COMMUNICATIONS	PLANT REPAIRS AND MAINTENANCE	\$2,000.00	
90631/5003-01	19/06/2014	RISE GRAPHICS	SUPPLY PARKING TICKETS	\$1,990.42	
90640/5177-01	26/06/2014	JOONDANNA INVESTMENTS PTY LTD	AIRCONDITIONING USAGE KARAMA	\$1,978.94	
90640/140-01	26/06/2014	BARNYARD TRADING	SUPPLY PICK-UP STIX DRAMM	\$1,952.50	
90640/3327-01	26/06/2014	DEE BEE CATERING	CATERING SERVICES	\$1,949.69	
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - EXECUTIVE SUPPORT GM	\$1,876.60	
90634/906-01	19/06/2014	WOLPERS GRAHL PTY LTD	SUPPLY STAND FOR PRINTER COIN BOX CASUARINA LIBRARY	\$1,842.50	2013/095
90640/425-01	26/06/2014	FALCON ENGINEERING PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$1,834.80	
90640/2724-01	26/06/2014	ABAX SYSTEMS PTY LTD	SUPPLY SLOPING DISPLAY SHELVES CASUARINA LIBRARY	\$1,831.50	
90640/2316-01	26/06/2014	SCHNEIDER ELECTRIC BUILDINGS AUSTRALIA PTY LTD	SERVICE ON ACCESS CARD MACHINE AND CIVIC CENTRE AIR CONDITIONING	\$1,826.90	
90631/2392-01	05/06/2014	BUNZL LTD	SUPPLY CLEANING MATERIALS	\$1,760.00	
90622/4400-01	05/06/2014	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION	ANNUAL MEMBERSHIP FEES	\$1,760.00	
90631/400-01	19/06/2014	EARL JAMES & ASSOCIATES	SURVEY OF LAND AT DARWIN MIDDLE SCHOOL TO SEE WHAT INFRASTRUCTURE COD WILL BE RESPONSIBLE	\$1,754.50	
90627/6484-01	12/06/2014	A&J COMMUNICATIONS PTY LTD	DATA CABLING IN RECORDS PRINT ROOM	\$1,750.00	
90640/6623-01	26/06/2014	GOVERNMENT PROPERTY ANALYTICS	REVIEW MARKET RATES ALFRESCO DINING TO SET 2014/15 FEES AND CHARGES	\$1,712.35	
90640/3914-01	26/06/2014	NT AUTOMOTIVE GROUP	PLANT REPAIRS AND MAINTENANCE	\$1,702.94	
90622/6598-01	05/06/2014	MR T W BURNS	RATES REFUND	\$1,694.38	
90622/6588-01	05/06/2014	MR S J LUCHENBROERS	DESIGN AND PRINTING SERVICES	\$1,683.00	
90627/5881-01	12/06/2014	BOAB DESIGN	PROFESSIONAL FEES 105 MITCHELL ST ACCESS, TRAFFIC STUDY FOR ENTRY AND EGRESS.	\$1,650.00	
90622/4603-01	05/06/2014	TONKIN CONSULTING			
90631/2654-01	19/06/2014	TERRITORY DOOR SERVICES	WLCP REPAIRS TO EXIT ROLLER SHUTTER AND INSTALLATION OF ISOLATER SWITCH	\$1,633.98	
90631/4785-01	19/06/2014	CLEAN AS	CLEANING SERVICES NIGHTCLIFF AND LYONS COMMUNITY CENTRE	\$1,620.00	
90627/2350-01	12/06/2014	AEROSAIL ENGINEERED FABRIC STRUCTURES	REPAIR DAMAGED SHADE SAIL SUNSET PARK	\$1,580.00	
90640/612-01	26/06/2014	STAPLES AUSTRALIA	STATIONERY SUPPLIES	\$1,575.65	
90627/3296-01	12/06/2014	SCORPION TECHNOLOGY	IT HARDWARE (SCORPTEC)	\$1,572.00	
90627/5671-01	12/06/2014	MINTER ELLISON LAWYERS	PROVISION OF LEGAL SERVICES	\$1,554.54	2012/001
90640/1819-01	26/06/2014	EMPLOYEE ASSISTANCE SERVICE NT	EAP COUNSELLING SESSIONS	\$1,548.48	
90622/6379-01	05/06/2014	FLEET CHOICE NT	SALARY SACRIFICE PAYMENTS	\$1,533.77	
90631/6379-01	19/06/2014	FLEET CHOICE NT	SALARY SACRIFICE PAYMENTS	\$1,533.77	
90624/967-01	10/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - LIBRARY SERVICE MANAGER	\$1,519.48	
90631/3179-01	19/06/2014	CAFE 21 TRUST	CATERING SERVICES	\$1,516.40	
90640/5506-01	26/06/2014	MURRAY PEST CONTROL NT	PEST CONTROL ANIMAL POUND	\$1,505.00	
90640/48-01	26/06/2014	THE BOOKSHOP	LIBRARY RESOURCES	\$1,479.22	

90627/2682-01	12/06/2014	SPROUT CREATIVE PTY LTD	ADVERTISING DESIGN FOR CONNECT NT PROMOTIONAL TEMPLATES	\$1,476.20	
90631/5990-01	19/06/2014	CROSS CULTURAL CONSULTANTS	CROSS CULTURAL AWARENESS TRAINING	\$1,452.00	
90622/3032-01	05/06/2014	W & D M FONG NOMINEES PTY LTD	LEASE PAYMENT 7 PAVONIA WAY	\$1,438.80	
90640/498-01	26/06/2014	J BLACKWOOD & SON LTD	SUPPLY ASSORTED TOOLS	\$1,418.41	
90622/3780-01	05/06/2014	EPAC SALARY SOLUTIONS PTY LTD	SALARY SACRIFICE PAYMENTS	\$1,396.52	
90631/3780-01	19/06/2014	EPAC SALARY SOLUTIONS PTY LTD	SALARY SACRIFICE PAYMENTS	\$1,396.52	
90631/3962-01	19/06/2014	JOBIT HEALTH GROUP	MEDICAL SERVICES	\$1,386.00	
90622/5597-01	05/06/2014	COCONUT GROVE SENIORS COMMUNITY HALL	HIRE HALL FOR HEALTHY MOVES FOR SENIORS	\$1,380.00	
90640/6626-01	26/06/2014	B & G BUILDING CERTIFIERS PTY LTD	BUILDING PERMITS/SERVICES MALAK OVAL LIGHTING	\$1,341.00	
90640/153-01	26/06/2014	BIG W DEPARTMENT STORE	LIBRARY RESOURCES	\$1,335.63	
90631/5896-01	19/06/2014	TALENT PROPPELLER TRUST	ADVERTISING SERVICES	\$1,324.13	
90640/2745-01	26/06/2014	AUTOMOTIVE DATA SERVICES PTY LTD	12 MONTHS SUBSCRIPTION THE RED BOOK COMMERCIALS	\$1,310.00	
90622/1771-01	05/06/2014	ACTION PRINT PTY LTD	SUPPLY BUSINESS CARDS AND GENERATE ARTWORK FOR CHIEF OFFICERS GROUP MISSION STATEMENT	\$1,300.00	
90640/5668-01	26/06/2014	ROUSSOS LEGAL ADVISORY	PROVISION OF LEGAL SERVICES	\$1,295.80	2012/001
90640/713-01	26/06/2014	THE BIG MOWER	PLANT REPAIRS AND MAINTENANCE	\$1,295.34	
00915893	26/06/2014	SEAN DITTMAN	PLANT REPAIRS AND MAINTENANCE	\$1,295.00	
90640/1861-01	26/06/2014	SMART YARD OUTDOOR POWER EQUIPMENT	PLANT REPAIRS AND MAINTENANCE	\$1,280.40	
90640/4358-01	26/06/2014	MS A M DE GROOT	FINAL INSPECTION OF FABRICATION COMPONENTS AT FOUNDRY BEFORE TRANSPORT	\$1,250.00	
90627/3260-01	12/06/2014	LARRAKIA NATION ABORIGINAL CORPORATION	FUN BUS CULTURAL ACTIVITIES- RECONCILIATION WEEK	\$1,237.50	
90638/46-01	26/06/2014	CALTEX AUSTRALIA PETROLEUM P/L	FUEL ACCOUNT	\$1,219.03	
90640/3929-01	26/06/2014	PLASTIC CARD CUSTOMIZATION	CUSTOMIZED PLASTIC CARDS-LIBRARY CARDS FOR CHILDREN	\$1,218.40	
00915864	12/06/2014	COLLECTOR OF PUBLIC MONIES	QUARANTINE PREMISES ANNUAL RENEWAL	\$1,200.00	
90640/1898-01	26/06/2014	AUDIO TECHNOLOGY NT PTY LTD	INVESTIGATE FAULTY LED TV AT DARWIN ENTERTAINMENT CENTRE	\$1,200.00	
90622/4342-01	05/06/2014	NORTHERN TERRITORY MAJOR EVENTS COM	REFUND SECURITY DEPOSIT	\$1,185.75	
90622/2445-01	05/06/2014	UGL SERVICES PTY LTD	RENT LEANER BOMBING RANGE	\$1,175.70	
90631/908-01	19/06/2014	WOOL WORTHS LIMITED	CATERING SERVICES	\$1,170.61	
00915863	12/06/2014	DEPT OF CORPORATE AND INFORMATION	WATER TESTING AND ANALYSIS	\$1,145.50	
90627/3169-01	12/06/2014	GODFREYS	SUPPLY CLEANING MATERIALS	\$1,141.70	
90640/2487-01	26/06/2014	SCHWARZ INDUSTRIES AUSTRALIA PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$1,140.11	
90640/705-01	26/06/2014	TERRITORY TELEVISION PTY LTD	ADVERTISING SERVICES	\$1,139.60	
90640/4193-01	26/06/2014	FREELINE DESIGN	ROBYN CROWE WORKSHOP PRESENTATIONS AT CITY LIBRARY AND SUPPLY OF LIBRARY RESOURCES	\$1,132.78	
90631/3755-01	19/06/2014	ALIA LTD	ANNUAL MEMBERSHIP FEES	\$1,125.00	
90622/42-01	05/06/2014	AMAL GAMATED PEST CONTROL	PEST AND INSECT TREATMENT	\$1,122.00	
90622/5433-01	05/06/2014	MISS J YUEN	HATHA YOGA CLASSES	\$1,120.00	
90631/1013-01	19/06/2014	CABCHARGE AUSTRALIA PTY LTD	TAXI FARES LORD MAYOR'S OFFICE AND LIBRARIES	\$1,111.86	
90640/4541-01	26/06/2014	NOMAD ART PRODUCTIONS	ASSORTED HANDPRINTED SCARVES BY VARIOUS ARTISTS	\$1,100.00	
90640/5149-01	26/06/2014	GLENN CAMPBELL PHOTOGRAPHY	PHOTOGRAPHY SERVICES FOR COMMUNITY WELL BEING PLAN	\$1,100.00	
90640/5450-01	26/06/2014	MELALEUCA REFUGEE CENTRE	REFUND SECURITY DEPOSIT	\$1,100.00	
90626/418-01	12/06/2014	POWER AND WATER CORPORATION	PAYROLL DEDUCTION	\$1,095.00	
90637/418-01	26/06/2014	POWER AND WATER CORPORATION	PAYROLL DEDUCTION	\$1,095.00	
90640/3427-01	26/06/2014	DATAFUEL FINANCIAL SYSTEMS PTY LTD	LICENCE FEE FOR DATAFUEL WINFS 15.7.14 - 15.7.15	\$1,094.50	
90640/310-01	26/06/2014	DARWIN BOLT SUPPLIES	PLANT REPAIRS AND MAINTENANCE	\$1,093.94	
00915871	19/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT CUSTOMER SERVICE	\$1,093.70	
90627/2852-01	12/06/2014	MR I M SUMMERS	CHAIRMAN FEE- RISK MANAGEMENT & AUDIT COMMITTEE	\$1,056.00	
90626/553-01	12/06/2014	LHMJ - NT BRANCH	PAYROLL DEDUCTION	\$1,042.20	
90637/553-01	26/06/2014	LHMJ - NT BRANCH	PAYROLL DEDUCTION	\$1,042.20	
90620/967-01	05/06/2014	CITY OF DARWIN	PAYROLL DEDUCTION	\$1,042.14	
90640/4807-01	26/06/2014	MS J ANDREWS	MOSAIC WORKSHOP @ FUN IN THE PARKS AT WANGURI PARK	\$1,040.00	
90640/2944-01	26/06/2014	NORTHERN TERRITORY ENVIRONMENTAL	WATER TESTING AND ANALYSIS	\$1,034.55	
90630/967-01	19/06/2014	CITY OF DARWIN	PAYROLL DEDUCTION	\$1,021.17	
90640/507-01	26/06/2014	HASTINGS DEERING (AUST) LTD	PLANT REPAIRS AND MAINTENANCE	\$1,018.21	
90631/666-01	19/06/2014	OASIS PALM HIRE	POT PLANT MAINTENANCE	\$1,001.81	
90627/6603-01	12/06/2014	MS K A BEARD	RATES REFUND	\$1,000.00	

90640/1773-01	26/06/2014	AVANTI LANDSCAPING SUPPLIES	LANDSCAPING SUPPLIES	\$990.00
90640/4204-01	26/06/2014	ONEFIELD TECHNOLOGY	SOLAR PANEL UPGRADE MCMINN ST CARPARK	\$946.00
90640/5405-01	26/06/2014	MRS C A BOS-AUSTIN	FUN BUS CULTURAL ACTIVITIES- RECONCILIATION WEEK	\$924.00
90622/4293-01	05/06/2014	A & J REGO INSPECTION SERVICE	REGO INSPECTION	\$915.20
90622/3688-01	05/06/2014	NURSERY & GARDEN INDUSTRY NORTHERN TERRITORY	REFUND SECURITY DEPOSIT	\$900.00
90631/6618-01	19/06/2014	MR B W LYONS	REIMBURSEMENT OF WORKZONE TRAFFIC MANAGEMENT	\$900.00
90640/2392-01	26/06/2014	BUNZL LTD	SUPPLY CLEANING MATERIALS	\$896.94
90631/5463-01	19/06/2014	ENERGY INDUSTRIAL	REPAIRS TO GENERATOR SHOAL BAY	\$896.50
90640/2104-01	26/06/2014	TERRITORY MATERIALS HANDLING	PLANT REPAIRS AND MAINTENANCE	\$888.80
90640/595-01	26/06/2014	TOWNES CHAPPELL MUDGWAY PTY LTD	PROFESSIONAL SERVICES MALAK OVAL LIGHTING DESIGN	\$880.00
90627/3270-01	12/06/2014	ISS FACILITY SERVICES AUSTRALIA LIM	CLEANING SERVICES KARAMA LIBRARY	\$868.01
90640/5396-01	26/06/2014	HYDROCHEM PTY LTD	WATER MAINTENANCE AND TREATMENT	\$859.48
90622/6455-01	05/06/2014	MS S L GAMBLE	REIMBURSE PUBLIC TRANSPORT	\$857.03
00915881	19/06/2014	BAC LAM	GRATUITY FOR LONG SERVICE	\$840.00
90631/1771-01	19/06/2014	ACTION PRINT PTY LTD	SUPPLY BUSINESS CARDS	\$840.00
00915883	24/06/2014	DINO RIBEIRO	GRATUITY FOR LONG SERVICE	\$840.00
90640/383-01	26/06/2014	INDEPENDENT GROCERS DARWIN	SUPPLY KITCHEN CONSUMABLES	\$835.31
90640/1281-01	26/06/2014	DEPT OF LANDS AND PLANNING	MUNICIPALITY MAPS PRINTING AND LAMINATING SERVICES	\$830.00
90640/3243-01	26/06/2014	ALDERMAN H I GALTON	REIMBURSEMENT OF EXPENSES FOR LGANT EXECUTIVE MEETING	\$825.50
90631/3270-01	19/06/2014	ISS FACILITY SERVICES AUSTRALIA LIM	CLEANING SERVICES KARAMA LIBRARY	\$820.24
90640/3021-01	26/06/2014	CITY TYRE SERVICE	TYRE FITTING AND MAINTENANCE	\$816.00
90631/6609-01	19/06/2014	HATSONLINE	SUPPLY 100 HATS WITH Cod LOGO	\$813.89
90631/5217-01	19/06/2014	HIREWORKS	HIRE VACUUM TRUCK	\$792.00
90622/3248-01	05/06/2014	WATERFRONT BISTRO	CATERING SERVICES	\$770.00
90631/4621-01	19/06/2014	NT SHADES AND CANVAS PTY LTD	SUPPLY & FIT LANE ROPE REEL COVER NIGHTCLIFF POOL	\$770.00
90640/3179-01	26/06/2014	CAFE 21 TRUST	CATERING SERVICES	\$752.80
90640/2362-01	26/06/2014	CRAMAR INSTALLATIONS PTY LTD	REPLACE LOUVRES STUART PARK CHILDCARE CENTRE	\$744.70
90640/2821-01	26/06/2014	ACE NT PTY LTD	TRAFFIC MANAGEMENT MITCHELL ST	\$712.80
90631/6018-01	19/06/2014	B INGHAM	SOUND TECHNICIAN SERVICES BARUNGA FESTIVAL	\$700.00
90640/6496-01	26/06/2014	MR B RYAN	TECHNICAL SUPPORT BARUNGA FESTIVAL	\$700.00
90627/4152-01	12/06/2014	THE LITTLE BIG BOOK CLUB	LIBRARY RESOURCES	\$697.95
90640/227-01	26/06/2014	CENTURY YUASA BATTERIES PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$696.37
90622/3327-01	05/06/2014	DEE BEE CATERING	CATERING SERVICES	\$693.00
90640/5323-01	26/06/2014	TIGERS DISCOUNT POTS	ABORICULTURE CONSUMABLES	\$690.00
90640/1549-01	26/06/2014	ASHDOWN INGRAM	PLANT REPAIRS AND MAINTENANCE	\$686.46
90640/1719-01	26/06/2014	MASTER SHOPFITTERS	SUPPLY & INSTALL SLATWALL	\$664.95
00915859	12/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT CUSTOMER SERVICE	\$664.00
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - LIBRARY MANAGER	\$663.47
90622/1302-01	05/06/2014	SEAT CITY	HILUX SEAT PLASTIC CLEAR COVERS - FOR SAFER CITY PROJECT	\$660.00
00915868	19/06/2014	ANTI DISCRIMINATION COMMISSIONER NT	TRAIN THE TRAINER TRAINING MANUAL	\$660.00
90640/6599-01	26/06/2014	TERRITORY TUFF UPHOLSTERY	PHONE POUCHES FOR ALL RANGERS	\$660.00
90640/779-01	26/06/2014	AUSTRALIAN LOCAL GOVERNMENT JOB	ADVERTISING SERVICES	\$660.00
00915882	24/06/2014	THE FOX ALEHOUSE	REIMBURSEMENT DUE TO CANCELLATION OF ALFRESCO DINING PERMIT	\$655.90
90620/125-01	05/06/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTION	\$649.50
90629/125-01	19/06/2014	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTION	\$649.50
90627/6492-01	12/06/2014	MS J L DEARLING	HEALTHY MOVES SENIORS CLASSES	\$640.00
90640/6492-01	26/06/2014	MS J L DEARLING	HEALTHY MOVES SENIORS CLASSES	\$640.00
90640/2562-01	26/06/2014	THINK WATER	IRRIGATION SUPPLIES	\$639.88
90640/6622-01	26/06/2014	MRS J P MURRAY	RATES REFUND	\$628.29
90640/6006-01	26/06/2014	MARSHALL POWER AUSTRALIA LTD	SUPPLY BATTERIES	\$622.93
90640/5079-01	26/06/2014	SIMON GEORGE & SONS PTY LTD	FRUITS FOR HEALTH AND WELLBEING	\$622.90
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - FINANCE MANAGER	\$622.66
90622/3179-01	05/06/2014	CAFE 21 TRUST	CATERING SERVICES	\$617.80
00915850	05/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT CUSTOMER SERVICE	\$615.45
90622/153-01	05/06/2014	BIG W DEPARTMENT STORE	LIBRARY RESOURCES	\$605.28

90624/967-01	10/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - LORD MAYOR	\$603.00
90622/14133-01	05/06/2014	DECKCHAIR CINEMA	HIRE DECKCHAIR CINEMA FOR DISABILITY AWARENESS WEEK	\$600.00
90640/3612-01	26/06/2014	JB HI-FI GROUP PTY LTD	LIBRARY RESOURCES	\$597.85
90631/4163-01	19/06/2014	SIGN CITY	PLANT REPAIRS AND MAINTENANCE	\$594.00
90640/6106-01	26/06/2014	SAFEMAN NT	SAFETY WORKWEAR AND EQUIPMENT	\$578.16
90640/182-01	26/06/2014	BRIDGE TOYOTA	PLANT REPAIRS AND MAINTENANCE	\$560.85
90622/4336-01	05/06/2014	MCGEES PROPERTY	SHED RENTAL	\$550.00
00915879	19/06/2014	TRI COMMUNITY EXCHANGE INC	COMMUNITY NET E-NEWS SUBSCRIPTION FOR ONE (1) YEAR	\$550.00
90640/3900-01	26/06/2014	WILSON HIRE	EXCAVATOR HIRE	\$550.00
90640/5414-01	26/06/2014	SLR CONSULTING AUSTRALIA PTY LTD	ANNUAL MEMBERSHIP FEES	\$550.00
90640/2241-01	26/06/2014	HIDDEN VALLEY FORD	PROFESSIONAL SERVICES LEE POINT ROAD DUPLICATION. COMPLETION OF LEE POINT ROAD	\$526.28
90622/934-01	05/06/2014	DATA CENTRE SERVICES	SUPPLY AND DELIVERY OF MOTOR VEHICLES PARTS	\$514.30
90641/967-01	27/06/2014	CITY OF DARWIN	DATA STORAGE MONTHLY CHARGES	\$500.00
90627/6595-01	12/06/2014	MR S MILLHOUSE	CORPORATE CREDIT CARD - LORD MAYOR	\$500.00
90631/3688-01	19/06/2014	NURSERY & GARDEN INDUSTRY NORTHERN TERRITORY	REFUND SECURITY DEPOSIT	\$500.00
90640/3688-01	26/06/2014	NURSERY & GARDEN INDUSTRY NORTHERN TERRITORY	REFUND SECURITY DEPOSIT	\$500.00
90640/5074-01	26/06/2014	COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES	REFUND SECURITY DEPOSIT	\$500.00
90640/901-01	26/06/2014	WINDSCREENS O'BRIEN	***** C A N C E L L E D *****	\$498.00
90631/6106-01	19/06/2014	SAFEMAN NT	SAFETY WORKWEAR AND EQUIPMENT	\$495.00
90640/5154-01	26/06/2014	DATABANK TECHNOLOGIES	OFF SITE DATA STORAGE	\$494.23
90640/157-01	26/06/2014	HITACHI CONSTRUCTION MACHINERY	PLANT REPAIRS AND MAINTENANCE	\$494.11
90640/4975-01	26/06/2014	OFFICEWORKS AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$493.16
90631/2493-01	19/06/2014	SAL GLOBAL LTD	SUPPLY AUSTRALIAN STANDARDS TO BE DOWNLOADED FROM INTERNET	\$490.30
90631/2011-01	19/06/2014	VEDA ADVANTAGE INFORMATION SERVICES	COMPANY SEARCHES	\$488.77
90622/6576-01	05/06/2014	BADGE WORLD	SUPPLY BADGE MAKER STARTER KIT IN CASUARINA LIBRARY	\$488.31
90627/3612-01	12/06/2014	JB HI-FI GROUP PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$488.27
00915848	05/06/2014	TELSTRA CORPORATION LIMITED	LIBRARY RESOURCES	\$487.96
90627/802-01	12/06/2014	HASTINGS DEERING (AUST) LTD	PAYROLL DEDUCTION	\$485.00
90627/1207-01	19/06/2014	JB HI-FI GROUP PTY LTD	PAYROLL DEDUCTION	\$485.00
90627/4013-01	05/06/2014	TELSTRA CORPORATION LIMITED	SUPPLY CLEANING MATERIALS	\$484.46
00915865	12/06/2014	SHAMROCK CHEMICALS	FRANNA CRANE HIRE BISHOP ST DEPOT	\$481.25
90627/1899-01	12/06/2014	SHORELANDS PTY LTD	STATIONERY SUPPLIES	\$477.00
90620/3103-01	05/06/2014	DARWIN COUNCIL SOCIAL CLUB	REPAIR AUTOMATIC SWING GATE WESTLANE CARPARK	\$473.00
90629/3103-01	19/06/2014	DARWIN COUNCIL SOCIAL CLUB	REPAIR/ADJUST BANNER BUG UNIT	\$467.50
90640/756-01	26/06/2014	ROY GRIPSKE & SONS PTY LTD	PAYROLL DEDUCTION	\$462.00
90640/1534-01	26/06/2014	NT PEST AND WEED CONTROL	PAYROLL DEDUCTION	\$457.00
90640/3444-01	26/06/2014	LEANYER NEWSAGENCY	PLANT REPAIRS AND MAINTENANCE	\$453.18
00915872	19/06/2014	PETTY CASH	12 MONTH TERMITE INSPECTION DARWIN AMPITHEATER TICKET OFFICE	\$451.00
90640/1755-01	26/06/2014	THE EDUCATIONAL EXPERIENCE PTY LTD	MAGAZINES CASUARINA LIBRARY	\$450.65
90631/3412-01	19/06/2014	SECURE PAY PTY LTD	PETTY CASH REIMBURSEMENT CASUARINA LIBRARY	\$448.91
90640/2424-01	26/06/2014	ATOM	ART AND CRAFT EQUIPMENT AND RESOURCES FOR FUN BUS	\$447.98
90624/967-01	10/06/2014	CITY OF DARWIN	WEB PAYMENTS	\$441.65
90631/993-01	19/06/2014	AMALGAMATED PEST CONTROL	CUTTING BLADE	\$440.43
90640/2354-01	26/06/2014	WINDSCREEN TERRITORY	CORPORATE CREDIT CARD - EXECUTIVE SUPPORT GM	\$440.00
90640/6136-01	26/06/2014	ANYWAIR ELECTRICS	PEST AND INSECT TREATMENT	\$440.00
90627/5079-01	26/06/2014	THE ATHLETES FOOT	PLANT REPAIRS AND MAINTENANCE	\$440.00
00915849	12/06/2014	SIMON GEORGE & SONS PTY LTD	UNDERGROUND SERVICE LOCATION	\$439.90
90640/4403-01	05/06/2014	DEPT OF CORPORATE AND INFORMATION	SAFETY WORKWEAR AND EQUIPMENT	\$423.15
90640/5145-01	26/06/2014	ENCHANTED PARTY ART	FRUITS FOR HEALTH AND WELLBEING	\$420.72
90627/1898-01	12/06/2014	TERRITORY SURGICAL SUPPLIES	FACE PAINTING FREES	\$420.00
		AUDIO TECHNOLOGY NT PTY LTD	VETERINARY SUPPLIES	\$420.00
			INSTALL NEW PROJECTOR SCREEN TRAINING ROOM	\$418.00
				2012/072

90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - CEO GM	\$411.90
90640/3751-01	26/06/2014	DANISAM PTY LTD	GROUND PENETRATING RADAR TO LOCATE SERVICE CONDUITS AT NIGHTCLIFF	\$407.00
90627/4765-01	12/06/2014	MR P J GINGELL	GRATUITY FOR LONG SERVICE	\$400.00
00915869	19/06/2014	MRS J THOMPSON	GRATUITY FOR LONG SERVICE	\$400.00
90631/6304-01	19/06/2014	MS J BELL	YOUNG TERRITORY AUTHOR AWARD WRITING WORKSHOPS	\$400.00
00915899	26/06/2014	MRS J THOMPSON	***** C A N C E L L E D *****	\$400.00
90638/166-01	26/06/2014	OTIS ELEVATOR COMPANY PTY LTD	ELEVATOR MAINTENANCE	\$398.96
90631/6805-01	19/06/2014	RECHARGE PETROLUEM PTY LTD	SUPPLY GREASE BEARING CARTRIDGE	\$396.00
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - COMMUNITY SERVICES GM	\$390.00
90622/250-01	05/06/2014	COATES HIRE OPERATIONS PTY LTD	HIRE BARRIERS	\$387.86
00915866	19/06/2014	TELSTRA CORPORATION LIMITED	MOBILE OVERSEAS MESSAGEBANK FEE	\$385.00
90627/3848-01	12/06/2014	DARWIN AUTO ELECTRICS PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$383.90
90631/5280-01	19/06/2014	MRS N A JUNG	CATERING SERVICES	\$378.47
90640/3296-01	26/06/2014	SCORPION TECHNOLOGY	SCORPTEC HARDWARE - IT	\$375.00
90640/4408-01	26/06/2014	AUSTRALASIAN FLEET MANAGERS ASSOCIATION	ANNUAL MEMBERSHIP FEES	\$369.00
90640/699-01	26/06/2014	TERRITORY PARTY HIRE	HIRE CHAIRS & TABLES FOR THE HD CLOSE PARTY AT MINDIL BEACH	\$355.85
00915867	19/06/2014	DEPT OF CORPORATE AND INFORMATION	WATER TESTING AND ANALYSIS	\$350.46
90631/4941-01	19/06/2014	MS H A BARICH	CATERING SERVICES	\$350.00
90631/211-01	19/06/2014	BOC GASES AUSTRALIA LIMITED	CONTAINER SERVICE	\$348.10
90622/4845-01	05/06/2014	MRS C USHER	ANNUAL MEMBERSHIP FEES	\$347.00
90622/6592-01	05/06/2014	ALABUT	REFUND SECURITY DEPOSIT	\$310.00
90622/6593-01	05/06/2014	N SAROUKOS	REFUND SECURITY DEPOSIT	\$310.00
90627/6558-01	12/06/2014	L BAJENTING	***** C A N C E L L E D *****	\$310.00
90631/5975-01	19/06/2014	MS P M COFFEY	REFUND SECURITY DEPOSIT	\$310.00
90631/6177-01	19/06/2014	KADAMPA MEDITATION CENTRE AUSTRALIA	REFUND SECURITY DEPOSIT	\$310.00
90631/6558-01	19/06/2014	L BAJENTING	REFUND SECURITY DEPOSIT	\$310.00
90631/6559-01	19/06/2014	MS A BARR	REFUND SECURITY DEPOSIT	\$310.00
90631/6583-01	19/06/2014	A HINGORANI	REFUND SECURITY DEPOSIT	\$310.00
90631/6601-01	19/06/2014	MS H CAHALAN	REFUND SECURITY DEPOSIT	\$310.00
90631/4281-01	19/06/2014	LALOR REMOVALS PTY LTD	REFUND SECURITY DEPOSIT	\$310.00
90631/5181-01	19/06/2014	HALIKOS PTY LTD	STORAGE CHARGES	\$308.00
90640/3871-01	26/06/2014	LAUNDRY PLUS	RATES REFUND	\$306.50
90640/34-01	26/06/2014	AIRPOWER PTY LTD	LAUNDRY SERVICES	\$303.48
90622/1177-01	05/06/2014	KONNECT	PLANT REPAIRS AND MAINTENANCE	\$301.73
90622/6456-01	05/06/2014	MS C LIGMAN	SUPPLY TOOLS AND FIXINGS	\$300.00
90640/491-01	26/06/2014	JAPE KONG SU NOMINEES PTY LTD	CHILD CARE SERVICES HEALTHY MOVES FOR WOMAN	\$289.00
90627/644-01	12/06/2014	NIGHTCLIFF NEWSAGENCY	SUPPLY OFFICE DESK CHAIR FOR CORPORATE SERVICES	\$286.40
90627/140-01	12/06/2014	BARNYARD TRADING	NEWSPAPERS NIGHTCLIFF LIBRARY	\$280.87
90627/1713-01	12/06/2014	THE BIG MOWER	SUPPLY GARDENING TOOLS	\$280.86
90640/5282-01	26/06/2014	CADILLAC TRANSPORT REPAIRS PTY LTD	TYRE FITTING AND MAINTENANCE	\$280.50
90640/4279-01	26/06/2014	LEAL TECHNOLOGY PTY LTD	CHINA TOWN CCTV MAINTENANCE INSPECTION OF DVR AND COMPUTER	\$278.30
90622/6182-01	05/06/2014	JR BUSINESS COMMUNICATIONS PTY LTD	IDF REPLACEMENT PARAP POOL	\$276.10
90622/172-01	05/06/2014	ART DECOR PICTURE FRAMING	DOCUMENT FRAMING SERVICES	\$270.00
90631/6610-01	19/06/2014	MR N D EVANS	REFUND SECURITY DEPOSIT	\$270.00
00915853	05/06/2014	AGNES DJAYPIRRI	REIMBURSEMENT FOR RELEASE OF ABANDONED VEHICLE	\$259.00
00915862	12/06/2014	COTA NT	ANNUAL MEMBERSHIP FEES	\$250.00
90627/16105-01	12/06/2014	ALDERMENS COMMUNITY SUPPORT FUND	ALDERMEN CONTRIBUTIONS	\$250.00
00915876	19/06/2014	CITY OF DARWIN PLEASE PAY CASH	REFUND TEMPORARY LIBRARY MEMBERSHIP	\$250.00
90631/6602-01	19/06/2014	UNDERGROWTH INC	REFUND SECURITY DEPOSIT	\$250.00
90640/6627-01	26/06/2014	NESS COTTON DESIGNS	GRAPHIC DESIGN COMMUNITY RESOURCE SHEETS FOR HEALTHY DARWIN JOB BRIEF	\$250.00
90631/1365-01	19/06/2014	CANCER COUNCIL OF THE NORTHERN	RELAY FOR LIFE REGISTRATION FEES	\$247.50
90640/3344-01	26/06/2014	UES PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$247.27
90640/3217-01	26/06/2014	TERRITORY TECHNOLOGY SOLUTIONS	PRINTER REPAIRS	\$246.25
90622/1772-01	05/06/2014	TERRITORY UNIFORMS	SUPPLY UNIFORMS	\$242.64
90627/351-01	12/06/2014	TOURISM TOP END	BUSKING FEES FOR THE MALL	\$242.50

90627/6342-01	12/06/2014 MS A R NEWNES	FITNESS CLASSES	\$240.00
90631/37-01	19/06/2014 ALL PETS VET HOSPITAL	VETERINARY SERVICES	\$237.70
00915873	19/06/2014 PETTY CASH	PETTY CASH REIMBURSEMENT CITY LIBRARY	\$237.40
90640/3772-01	26/06/2014 DOWNER EDI WORKS PTY LTD	SUPPLY EMULSION	\$231.00
00915860	12/06/2014 PETTY CASH	PETTY CASH REIMBURSEMENT KARAMA LIBRARY	\$222.60
90627/241-01	12/06/2014 CITY WRECKERS	TRANSPORT VEHICLES VARIOUS LOCATIONS	\$220.00
00915885	26/06/2014 PETTY CASH	PETTY CASH REIMBURSEMENT OPERATIONS CENTRE	\$218.75
90622/5879-01	05/06/2014 MR J P PATTISELANNO	MUSICAL PERFORMANCE CITY LIBRARY	\$200.00
90622/6470-01	05/06/2014 MULTICULTURAL YOUTH NT	YAG WORKSHOP - CHAIRING & FACILITATION	\$200.00
90622/6472-01	05/06/2014 MR C POWLING	MUSICAL PERFORMANCE CASUARINA LIBRARY	\$200.00
90627/4965-01	12/06/2014 ELIX SENIOR SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTION	\$200.00
00915875	19/06/2014 MR A SUTTOR	REFUND SECURITY DEPOSIT	\$200.00
90631/3612-01	19/06/2014 JB HI-FI GROUP PTY LTD	SUPPLY CHILDREN'S DVDs IN CASUARINA LIBRARY	\$200.00
90640/4894-01	26/06/2014 MS E STOCKER	MUSICAL PERFORMANCE CASUARINA LIBRARY	\$200.00
90640/6278-01	26/06/2014 SCOTT MURPHY	MUSICAL PERFORMANCE RAIN TREE PARK	\$200.00
90640/6821-01	26/06/2014 MS J L TOMSEN	ENTERTAINMENT CORP FUNCTION - PERFORMANCE	\$200.00
90622/3075-01	05/06/2014 CYCLONE MOTORCYCLES	SUPPLY SCOOTER HELMET	\$199.95
90627/6584-01	12/06/2014 MS A T MCNAMEE	MUSICAL PERFORMANCE CITY LIBRARY	\$199.00
90631/343-01	19/06/2014 DARWIN NEWSAGENCY	NEWSPAPERS RECORDS SECTION	\$197.05
90627/531-01	12/06/2014 KARAMA NEWSAGENCY	MAGAZINES KARAMA LIBRARY	\$189.99
90631/1901-01	19/06/2014 STICKERS & STUFF	REPLACEMENT POLE FOR BANNER	\$189.00
90627/394-01	12/06/2014 CSG BUSINESS CENTRE	SUPPLY PRINTER AND PHOTOCOPIER CONSUMABLES	\$188.76
90640/3874-01	26/06/2014 ENCHANTED MOMENTS	EQUIPMENT HIRE VARIETY NT RECEPTION	\$185.00
90631/4293-01	19/06/2014 A & J REGO INSPECTION SERVICE	REGO INSPECTION	\$184.80
90622/343-01	05/06/2014 DARWIN NEWSAGENCY	NEWSPAPERS RECORDS SECTION	\$182.15
90627/6553-01	12/06/2014 NASKAM SECURITY SERVICES PTY LTD	NIGHTCLIFF POOL SECURITY MONITORING	\$181.50
90640/6553-01	26/06/2014 NASKAM SECURITY SERVICES PTY LTD	NIGHTCLIFF POOL SECURITY MONITORING	\$181.50
00915889	26/06/2014 TOP END PET EXPO INC.	EXHIBITOR SITE FEE AND TABLE HIRE	\$180.00
90640/2423-01	26/06/2014 TERRITORY TROPHIES PRECISION ENGRAVING	SUPPLY NAME BADGES WORKFORCE WELLBEING COMMITTEE	\$180.00
90640/4265-01	26/06/2014 ASK DARRYL IN DARWIN	TAXI SERVICES LORD MAYOR	\$180.00
90640/5069-01	26/06/2014 MS M A DONOHUE	REIMBURSE PUBLIC TRANSPORT	\$180.00
90624/967-01	10/06/2014 CITY OF DARWIN	CORPORATE CREDIT CARD - CEO GM	\$179.10
90622/5445-01	05/06/2014 TERRITORY BANDAG PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$178.53
90627/343-01	12/06/2014 DARWIN NEWSAGENCY	NEWSPAPERS RECORDS SECTION	\$177.90
90631/4265-01	19/06/2014 ASK DARRYL IN DARWIN	TAXI SERVICES LORD MAYOR	\$170.00
90622/436-01	05/06/2014 CHUBB FIRE & SECURITY PTY LTD	ALARM RESPONSE CASUARINA LIBRARY	\$165.00
90627/686-01	12/06/2014 OASIS PALM HIRE	POT PLANT MAINTENANCE	\$165.00
90640/6187-01	26/06/2014 AUSPICIOUS NOMINEES	PLANT REPAIRS AND MAINTENANCE	\$165.00
90640/6450-01	26/06/2014 TENDERLINK.COM	PUBLIC TENDER ADVERTISING SERVICES	\$165.00
90627/6254-01	12/06/2014 QUICK AND EASY FINANCE	PAYROLL DEDUCTION	\$163.95
90640/6254-01	26/06/2014 QUICK AND EASY FINANCE	PAYROLL DEDUCTION	\$163.95
90640/6342-01	26/06/2014 MS A R NEWNES	FITNESS CLASSES	\$160.00
90622/6121-01	05/06/2014 PAUL SCHOTT ENTERPRISES	REIMBURSE EXTRA DAY ACCOMMODATION EXPENSES OF CONSULTANT FOR DARWIN SAFER CITY	\$157.00
90640/343-01	26/06/2014 DARWIN NEWSAGENCY	NEWSPAPERS CITY LIBRARY	\$152.50
90640/1865-01	26/06/2014 SPOTLIGHT	LIBRARY RESOURCES	\$152.34
90622/6378-01	05/06/2014 AUSTRALIAN SECURITIES & INVESTMENTS	ASIC SEARCHES - BOMBING OF DARWIN AND DARWIN AUSTRALIA'S FRONTLINE	\$152.00
00915870	19/06/2014 ROADKILL SOCIAL CLUB	REFUND SECURITY DEPOSIT	\$150.00
00915877	19/06/2014 CITY OF DARWIN	REFUND TEMPORARY LIBRARY MEMBERSHIP	\$150.00
90621/2231-01	05/06/2014 VEOLIA ENVIRONMENTAL SERVICES	RUBBISH REMOVAL PARAP RECREATION FACILITY	\$145.90
90622/3474-01	05/06/2014 THE TOP ENDER	ADVERTISING SERVICES	\$144.00
90622/2423-01	05/06/2014 TERRITORY TROPHIES PRECISION ENGRAVING	SUPPLY NAME BADGES	\$135.00
90640/4504-01	26/06/2014 DON KYATT SPARE PARTS NT PTY LTD	PLANT REPAIRS AND MAINTENANCE	\$131.97
90622/632-01	05/06/2014 NAUTICAL SUPPLIES PTY LTD	REPLACE BURNT INLINE PUMP	\$130.00
90626/3103-01	12/06/2014 DARWIN COUNCIL SOCIAL CLUB	PAYROLL DEDUCTION	\$127.50

90622/2105-01	05/06/2014 JAC TRADERS PTY LTD	EMBROIDERY SERVICES	\$125.95
90622/704-01	05/06/2014 PARAP VETERINARY HOSPITAL	VETERINARY SERVICES	\$125.00
90637/3103-01	26/06/2014 DARWIN COUNCIL SOCIAL CLUB	PAYROLL DEDUCTION	\$125.00
90627/5773-01	12/06/2014 INTERNODE	BROADBAND NBNTPT PLATINUM FEE	\$124.95
90640/1087-01	26/06/2014 SPOTLESS FACILITY SERVICES PTY LTD	DRY CLEANING SERVICES	\$123.60
00915896	26/06/2014 ALLISON BORLAND	REFUND MEMORIAL PLAN OVERPAYMENT	\$122.00
90620/3160-01	05/06/2014 LITCHFIELD COUNCIL	PAYROLL DEDUCTION	\$121.00
90629/3160-01	19/06/2014 LITCHFIELD COUNCIL	PAYROLL DEDUCTION	\$121.00
90631/4309-01	19/06/2014 MR K J SMITH	REIMBURSEMENT	\$118.63
90627/2493-01	12/06/2014 SAI GLOBAL LTD	SUPPLY AUSTRALIAN STANDARDS TO BE DOWNLOADED FROM INTERNET	\$118.31
90627/1555-01	12/06/2014 PALM SPRINGS DISTRIBUTORS - NT	SUPPLY BOTTLED SPRINGWATER	\$115.50
90631/5301-01	19/06/2014 FOUR BIRDS	CATERING SERVICES	\$114.00
90640/2142-01	19/06/2014 FLOWERS FROM THE HEART	SUPPLY BATTERIES	\$110.88
90640/6164-01	26/06/2014 BATTERY SPECIALTIES	WASHROOM SERVICES VARIOUS LOCATIONS APRIL	\$110.36
90640/4136-01	26/06/2014 FLICK WASHROOM SERVICES	PLANT REPAIRS AND MAINTENANCE	\$110.00
90622/5608-01	05/06/2014 DEKADENT NT	REIMBURSEMENT	\$107.40
90631/3961-01	19/06/2014 MRS J L WHEELER	STREET SWEEPING TRACKING SERVICES	\$105.60
90631/2184-01	19/06/2014 PARAP FINE FOODS	CATERING SERVICES	\$104.95
90640/1772-01	26/06/2014 TERRITORY UNIFORMS	SUPPLY UNIFORMS	\$104.32
90622/4394-01	05/06/2014 K MCCARTHY	MUSICAL PERFORMANCE CITY LIBRARY	\$100.00
90622/5965-01	05/06/2014 FREEDOM SUMMERS	MUSICAL PERFORMANCE CASUARINA	\$100.00
90640/3155-01	26/06/2014 ENVIRONMENT CENTRE NT INC	REGISTRATION OCHRE GREEN CONFERENCE- EXECUTIVE SUPPORT STAFF	\$100.00
90640/2907-01	26/06/2014 COMPLETE OFFICE SUPPLIES	STATIONERY SUPPLIES	\$98.91
90640/993-01	26/06/2014 WINDSCREEN TERRITORY	PLANT REPAIRS AND MAINTENANCE	\$97.00
90620/553-01	05/06/2014 LHMU - NT BRANCH	PAYROLL DEDUCTION	\$96.50
90629/553-01	19/06/2014 LHMU - NT BRANCH	PAYROLL DEDUCTION	\$96.50
90622/5338-01	05/06/2014 EPRINT	PRINTING SERVICES	\$94.00
90622/6189-01	05/06/2014 DARWIN PODIATRY CLINIC	FIT FOR WORK ASSESSMENT - RANGER, COMMUNITY AND CULTURAL SERVICES	\$88.00
90627/688-01	12/06/2014 PROGRESS MOTORS TRAILER PARTS	PLANT REPAIRS AND MAINTENANCE	\$88.00
90640/2666-01	26/06/2014 ALL TOOLS NT	TOOLS AND HARDWARE	\$86.95
90640/2389-01	26/06/2014 WURTH AUSTRALIA	PLANT REPAIRS AND MAINTENANCE	\$86.13
90622/2647-01	05/06/2014 NT MEDIA NETWORKS	MEDIA MONITORING FEES	\$86.02
90622/6150-01	05/06/2014 MR T MCNEILL	REIMBURSE PUBLIC TRANSPORT	\$86.00
90640/4064-01	26/06/2014 ALDERMAN G J HASLETT	REIMBURSEMENT OF EXPENSES FOR NOV 2013 IABC CONFERENCE	\$84.30
90627/436-01	26/06/2014 CHUBB FIRE & SECURITY PTY LTD	ALARM RESPONSE CASUARINA LIBRARY	\$82.50
90640/436-01	26/06/2014 CHUBB FIRE & SECURITY PTY LTD	ALARM RESPONSE CASUARINA LIBRARY	\$82.50
90622/6018-01	05/06/2014 B INGHAM	SOUND TECHNICIAN SERVICES	\$82.00
90631/6128-01	19/06/2014 MR R DYRTING	REIMBURSE PUBLIC TRANSPORT	\$78.00
90631/2647-01	19/06/2014 NT MEDIA NETWORKS	MEDIA MONITORING FEES	\$73.76
90640/1555-01	26/06/2014 PALM SPRINGS DISTRIBUTORS NT	SUPPLY BOTTLED SPRINGWATER	\$73.50
90640/2427-01	26/06/2014 RHINO INDUSTRIAL PTY LTD	IRRIGATION SUPPLIES	\$72.60
00915855	05/06/2014 FINES RECOVERY UNIT	REFUND INFRINGEMENT	\$71.00
00915851	05/06/2014 G MAYNARD	REFUND SECURITY DEPOSIT	\$70.00
00915852	05/06/2014 MR G PERKINS	REFUND SECURITY DEPOSIT	\$70.00
90622/5432-01	05/06/2014 DANILA DILBA HEALTH SERVICE	REFUND SECURITY DEPOSIT	\$70.00
90622/6572-01	05/06/2014 MR J WATT	REFUND SECURITY DEPOSIT	\$70.00
90622/6580-01	05/06/2014 MR B L KUHL	REFUND SECURITY DEPOSIT	\$70.00
90627/5903-01	12/06/2014 MR J A TRIKILIS	REFUND SECURITY DEPOSIT	\$70.00
90627/6594-01	12/06/2014 MRS B J PROMNITZ	REFUND SECURITY DEPOSIT	\$70.00
90631/6453-01	19/06/2014 MR D L PROWSE	REFUND SECURITY DEPOSIT	\$70.00
90631/6571-01	19/06/2014 MRS A L SIPPEL	REFUND SECURITY DEPOSIT	\$70.00
00915891	26/06/2014 NAKARA PRIMARY SCHOOL	REFUND SECURITY DEPOSIT	\$70.00
90640/6625-01	26/06/2014 FAMILY PLANNING WELFARE SERVICES OF	MANAGING MENOPAUSE INFORMATION SESSION CASUARINA LIBRARY	\$70.00
90640/6635-01	26/06/2014 MS A MCNAUGHT	REFUND SECURITY DEPOSIT	\$70.00



90627/490-01	12/06/2014	GREENING AUSTRALIA (NT) INC	SUPPLY ASSORTED PLANTS	\$67.32
90622/4200-01	05/06/2014	AEC ENVIRONMENTAL PTY LTD	ASBESTOS TEST FOR CASUARINA CHILDCARE CENTRE	\$66.00
90640/4941-01	26/06/2014	MS H A BARICH	REIMBURSE PUBLIC TRANSPORT	\$66.00
90640/6116-01	26/06/2014	MS H BAXTER	REFUND SECURITY DEPOSIT	\$66.00
90631/5903-01	19/06/2014	MR J A TRIKILIS	REFUND SECURITY DEPOSIT	\$65.00
90640/2465-01	26/06/2014	HOSEPOWER NT PTY LTD	SUPPLY TANK FUEL NOZZLE	\$64.93
00915854	05/06/2014	JULIE ANN STITFOLD	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
00915856	05/06/2014	JUSTINE O'BRIEN	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
00915861	12/06/2014	LYN MARIE NORMAN	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
00915878	19/06/2014	DIANNE MURRAY	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
00915892	26/06/2014	ANANA NECIFORO	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
00915895	26/06/2014	COLETTE MADDISON	PRORATA ANIMAL REGISTRATION REFUND	\$64.00
90622/939-01	05/06/2014	RTM LAND TITLES OFFICE	LAND TITLE SEARCHES	\$63.00
90627/565-01	12/06/2014	COLLECTOR OF PUBLIC MONIES	CENTRELINK DEDUCTIONS	\$61.38
90640/565-01	26/06/2014	COLLECTOR OF PUBLIC MONIES	CENTRELINK DEDUCTIONS	\$61.38
00915880	19/06/2014	WILLIAM FRANCIS PIPER	REFUND INFRINGEMENT	\$61.00
00915874	19/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT WORKSHOP	\$60.10
90626/679-01	12/06/2014	CITY OF PALMERSTON	PAYROLL DEDUCTION	\$60.00
90637/679-01	26/06/2014	CITY OF PALMERSTON	PAYROLL DEDUCTION	\$60.00
90640/2097-01	26/06/2014	GATT ENTERPRISES PTY LTD	***** C A N C E L L E D *****	\$58.96
00915858	12/06/2014	TELSTRA CORPORATION LIMITED	PAYROLL DEDUCTION	\$50.00
90627/1987-01	12/06/2014	SILVER GREVILLEJA FLORIST	FUNERAL FLOWER ARRANGEMENT SERVICES	\$50.00
90631/6443-01	19/06/2014	TELSTRA CORPORATION LIMITED	REFUND SECURITY DEPOSIT	\$50.00
00915884	26/06/2014	TELSTRA CORPORATION LIMITED	PAYROLL DEDUCTION	\$50.00
00915898	26/06/2014	CHLOE ANNE MAY BUTTERWORTH	REFUND INFRINGEMENT	\$50.00
90631/6552-01	19/06/2014	CYCLONE CAFE	CATERING SERVICES	\$49.50
90626/600-01	12/06/2014	AUSTRALIAN MANUFACTURING WORKERS UNION	PAYROLL DEDUCTION	\$46.80
90637/600-01	26/06/2014	AUSTRALIAN MANUFACTURING WORKERS UNION	PAYROLL DEDUCTION	\$46.80
90622/337-01	05/06/2014	DARWIN LOCK & KEY	SUPPLY KEYS	\$45.01
90631/2423-01	19/06/2014	TERRITORY TROPHIES PRECISION ENGRAVING	SUPPLY NAME BADGES	\$45.00
90624/967-01	10/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - INTNL TRANSACTION FEE	\$44.15
90622/3962-01	05/06/2014	JOBFIT HEALTH GROUP	MEDICAL SERVICES	\$44.00
90640/1888-01	26/06/2014	FOAM & RUBBER SHOP	PLANT REPAIRS AND MAINTENANCE	\$36.00
90622/6543-01	05/06/2014	GRIFFITH UNIVERSITY	SUPPLY GRIFFITH REVIEW CULTURAL SOLUTION PUBLICATION	\$33.45
90640/1924-01	26/06/2014	BATTERY WORLD DARWIN	SUPPLY BATTERIES	\$33.00
90627/3143-01	12/06/2014	DARWIN FRESHAIR	SENTINEL REFILLS	\$28.15
90627/2423-01	12/06/2014	TERRITORY TROPHIES PRECISION ENGRAVING	SUPPLY NAME PLAQUE	\$26.50
90620/597-01	05/06/2014	MERCANTILE MUTUAL LIFE	PAYROLL DEDUCTION	\$25.00
90629/597-01	19/06/2014	MERCANTILE MUTUAL LIFE	PAYROLL DEDUCTION	\$25.00
90640/6018-01	26/06/2014	B INGHAM	SOUND TECHNICIAN SERVICES	\$25.00
90620/600-01	05/06/2014	AUSTRALIAN MANUFACTURING WORKERS UNION	PAYROLL DEDUCTION	\$23.40
90629/600-01	19/06/2014	AUSTRALIAN MANUFACTURING WORKERS UNION	PAYROLL DEDUCTION	\$23.40
90627/2895-01	12/06/2014	ENTITY 1 PTY LTD	HOST TOPRO WEBSITE	\$22.00
90631/1555-01	19/06/2014	PALM SPRINGS DISTRIBUTORS	SUPPLY BOTTLED SPRINGWATER	\$21.00
90631/713-01	19/06/2014	THE BIG MOWER	PLANT REPAIRS AND MAINTENANCE	\$18.86
00915887	26/06/2014	PETTY CASH	PETTY CASH REIMBURSEMENT KARAMA LIBRARY	\$17.85
90622/4803-01	05/06/2014	MRS A K GARDEN	REIMBURSE PUBLIC TRANSPORT	\$15.00
00915894	26/06/2014	ANGUS MORTIMER	PRORATA ANIMAL REGISTRATION REFUND	\$15.00
90640/1409-01	05/06/2014	ENZED SERVICE CENTRE DARWIN	PLANT REPAIRS AND MAINTENANCE	\$13.05
90622/1555-01	05/06/2014	PALM SPRINGS DISTRIBUTORS	SUPPLY BOTTLED SPRINGWATER	\$10.50
90631/413-01	19/06/2014	HARVEY DISTRIBUTORS	SUPPLY CLEANING MATERIALS	\$7.00
90622/5145-01	05/06/2014	TERRITORY SURGICAL SUPPLIES	VETERINARY SUPPLIES	\$6.56
90640/1486-01	26/06/2014	A NOBLE & SON LTD	PLANT REPAIRS AND MAINTENANCE	\$5.98
90641/967-01	27/06/2014	CITY OF DARWIN	CORPORATE CREDIT CARD - INFRASTRUCTURE GM	\$(1,238.90)

Total  
Less: Value of CANCELLED Cheques included in Total  
Total for Fund 5

\$9,362,173.54  
\$1,266.96  
\$9,360,906.58

Trust Cheques Fund 6

00603582

27/06/2014 RECEIPT NO: 1683899

RECEIPT NO: 1683899

Total  
Less: Value of CANCELLED Cheques included in Total  
Total for Fund 6

\$2,000.00  
\$2,000.00  
\$0.00  
\$2,000.00

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE /OPEN

AGENDA ITEM: 8.3

**INVITATIONS ACCEPTED AND DECLINED BY THE LORD MAYOR AND  
 REPRESENTATIVE DURING APRIL, MAY AND JUNE 2014**

REPORT No.: 14TC0090 MB:sv COMMON No.: 1381402

DATE: 23/07/2014

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

**Approved:** Executive Manager, Mark Blackburn

**PURPOSE**

The purpose of this report is to present the invitations received and declined by the Lord Mayor or Representative during April, May and June 2014 (**Attachment A**).

**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**

5.3.5 Increase community awareness of the role and achievements of Council

**KEY ISSUES**

Invitations received or declined by Lord Mayor or representative.

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 14TC0090 MB:sv entitled Invitations Accepted and Declined by the Lord Mayor and Representative During April, May and June 2014 be received and noted.

PAGE: 2  
REPORT NUMBER: 14TC0090 MB:sv  
SUBJECT: INVITATIONS ACCEPTED AND DECLINED BY THE LORD MAYOR AND REPRESENTATIVE DURING APRIL, MAY AND JUNE 2014

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## **BACKGROUND**

Nil.

## **DISCUSSION**

Nil.

## **CONSULTATION PROCESS**

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 893005517 or email:  
s.vasey@darwin.nt.gov.au.

### **Attachments:**

**Attachment A:** Record of Invitations Accepted and Declined By Lord Mayor And Representative During April, May And June 2014

# ATTACHMENT A

Invitations Accepted by Lord Mayor or Representative during April 2014						
Date	Time	Invitee/Company	Function	Venue	Attended By	
05/04/14	7:00pm	Alan and Connie Jape	Alan's 60th and Connie's 50th Birthday Party	Darwin Convention Centre Waterfront Room	Lord Mayor Katrina Fong Lim	
05/04/2014	7:00pm	The Northern Territory Young Achiever Awards	Awards Presentation Dinner	Beachside Pavilion SkyCity	Deputy Lord Mayor Robin Knox	
09/04/2013	5:30pm	Patrick Gregory, Director of NT Library & Panos Couros, Executive Director of the NT Writers' Centre	Official Launch of NT Writers' Centre, WordStorm Program Launch	NT Library	Lord Mayor Katrina Fong Lim	
11/04/2013	10:00am	The Honourable John Elferink MLA Minister for Children and Families	Announcement and Morning Tea Barnardos Mother of the Year 2014 Northern Territory	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim	
12/04/2014	11:00am	Karen Christensen, Silversea Expeditions	Special Event on board the Silversea	Fort Hill Wharf	Lord Mayor Katrina Fong Lim	
12/04/2014	1:30pm	Ron Mitchell Multicultural Council of the Northern Territory	Invitation to the Lord Mayor of Darwin to attend the Burmese Thingyan Water Festival	Jingili Water Gardens on Saturday 12th April 2014	Lord Mayor Katrina Fong Lim	
14/04/2014	5:30pm	Trevor Horman, National Trust of Australia (Northern Territory)	Heritage Week - Mini History Colloquium	Burnett House Myilly Point	Lord Mayor Katrina Fong Lim	
14/04/2014	6:30pm	Patrick Hastwell, ConocoPhillips Australia	Dinner at Pee Wees with US Consul General (Perth) and Heads of the US Armed Forces stationed in the NT, hosted by	Pee Wees Restaurant, East Point	Lord Mayor Katrina Fong Lim	
16/04/2014	5:00pm	Management Committee of Integrated disability Action Inc (IdA)	AGM Integrated Disability Action Inc	IdA Office, Nightcliff Community Centre	Lord Mayor Katrina Fong Lim	
20/04/2014	4:00pm	Darwin Malayalee Association Inc.	Easter & Vishu 2014 Celebrations	Nightcliff Middle School Gymnasium	Lord Mayor Katrina Fong Lim	
24/04/2014	9:00am	Trevor Read, Principal Darwin High School	Darwin High School ANZAC Day Assembly	The Tank	Alderman Simon Niblock	
25/04/2014	06:00am	The President and Committee of Darwin Sub Branch Inc R & SL of Australia	ANZAC Day Dawn Service	Bicentennial Park Cenotaph	Lord Mayor Katrina Fong Lim	
25/04/2014	6:00am	Marilyn Morris Community Recreation Officer Coomalie Council	ANZAC Day Dawn Service in Adelaide River	Adelaide River	Deputy Lord Mayor Robin Knox	
25/04/2014	6:00am	Darwin North RSL	ANZAC Day Dawn Service and Diggers' Breakfast	20 Batten Road Marrara	Alderman Kate Worden	
25/04/2014	7:30am	St Mary's Star of the Sea Cathedral Parish	ANZAC Day Mass	St Mary's Star of the Sea Cathedral Parish, Smith Street Darwin	Lord Mayor Katrina Fong Lim	

25/04/2014	09:00am	The President and Committee of Darwin Sub Branch Inc R & SL of Australia	To be present on the dais with Commodore Brenton Smyth RAN on the occasion of taking the Salute for ANZAC Day March	Raintree Park Darwin	Lord Mayor Katrina Fong Lim
30/04/2014	5:30pm	The Honourable Peter Styles MLA Minister for Multicultural Affairs	Launch of the "Handbook for Migrants 2nd Edition"	Members and Guests Lounge Parliament House	Lord Mayor Katrina Fong Lim
<b>Invitations Declined by Lord Mayor or Representative during April 2014</b>					
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Attended By</b>
04/04/2014	6:30pm	Anne Phelam Framed Art Gallery	Launch of Jewellery Exhibition "Alluring"	Framed Art Gallery Stuart Park	Lord Mayor Katrina Fong Lim unable to attend as prior Local Government Commitment
09/04/2014	5:30pm	Charles Darwin University (CDU) Art Gallery Curator Anita Angel and Assistant Curator Eileen Lim	Official Opening of "Made to Last: The Conservation of Art"	CDU Art Gallery	Lord Mayor Katrina Fong Lim unable to attend due to a prior commitment
11/04/2014	6:00pm	Australian Institute of Architects Simon Scally FRAIA, NT Chapter President	Opening of new NT Premises	3/4 Shepherd Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to Council Commitment
12/04/2014	10:00am	Jey Lamech President Australia Burma Friendship Association NT	"Thingyan" The Water Festival	Jingili Water Garden	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
24/04/2014	5:00pm	Chief Fire Officer of the Northern Territory Fire & Rescue Services Mr Steve Rothwell AFSM	Recruit Squad 123 & Accelerated Recruit Program 124	Darwin Fire Station 32 Illife Street Stuart Park	Lord Mayor Katrina Fong Lim unable to attend as she was on leave, Acting Lord Mayor and Representative were unable to attend due to prior commitments
29/04/2014	5:00pm	NAMCI Committee and the Nightcliff Community	2014 Seabreeze Festival Launch	Groove Café Nightcliff	Lord Mayor Katrina Fong Lim and Representative unable to attend as launch coincided with the 2nd Ordinary Council Meeting for April

**Invitations Accepted by Lord Mayor or Representative during May 2014**

<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Attended By</b>
03/05/2014	5:30pm	Nightcliff Seabreeze Festival Committee	Official Launch of the Seabreeze Festival for 2014	Nightcliff Foreshore	Lord Mayor Katrina Fong Lim
06/05/2014	11:00am	Ollie Berst Outgames Chair, Darwin 2014 Incorporated	Opening Ceremony Sketch	not recorded	Lord Mayor Katrina Fong Lim
06/05/2014	2:00pm	The Speaker of the Legislative Assembly of the Northern Territory The Honourable Kezia Purick MLA	Condolence Motion for the Late Mr Ray Chin OAM	Parliament House	Lord Mayor Katrina Fong Lim
08/05/2014	12:30pm	Bianca Dujmovic, Kormilda College	Kormilda College Year 10 Students Presentation	Kormilda College	Lord Mayor Katrina Fong Lim
08/05/2014	5:30pm	The Chief Minister of the Northern Territory The Hon Adam Giles MLA	Reception to Celebrate World Red Cross Day	Main Hall Parliament House	Lord Mayor Katrina Fong Lim
09/05/2014	8:30am	Australian American Association NT	Commemoration Service for Battle of the Coral Sea	US Peary Gun Site Esplanade Darwin City	Lord Mayor Katrina Fong Lim
09/05/2014	6:00pm	Allan James Darwin Entertainment Centre	Open the Inaugural Garramlang Festival 2014	Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim
09/05/2014	8:00pm	Allan James Darwin Entertainment Centre	Mokuy (Spirit) - a New Work by Gary Lang, NT Dance Company	Darwin Entertainment Centre	Lord Mayor Katrina Fong Lim
10/05/2014	5:30pm	Olli Berst Outgames Chair, Darwin 2014 Incorporated	Opening of the 3rd Asia Pacific Outgames	Gardens Hill Oval	Lord Mayor Katrina Fong Lim
10/05/2014	11:00am	Darwin Sailing Club, The Commodore Mir Peter Bracken and Mrs Robyn Bracken	The Official Opening of the 51st Sailing Season and Blessing of the Fleet	Clubhouse Lawns	Deputy Lord Mayor Robin Knox
11/05/2014	7:00am	Mother's Day Classic, Aldina Sprout	Starting of the 4km Run	East Point	Deputy Lord Mayor Robin Knox
12/05/2014	11:00am	Royal Australian Airforce Women's Integrated Networking Group (WINGS)	Speak at Monthly Networking Session	Function room, Civic Centre Darwin	Lord Mayor Katrina Fong Lim
13/05/2014	9:00am	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	2014 Industry and Stakeholder Budget	Elsley Room Parliament House	Lord Mayor Katrina Fong Lim
15/05/2014	7:30pm	Mick Dennigan	CD Launch - Nine Two Minute Songs	Mindil Markets	Lord Mayor Katrina Fong Lim
16/05/2014	5:30pm	Olli Berst Chair, Darwin 2014 Incorporated	Closing Ceremony of the 3rd Asia Pacific Outgames	DoubleTree Hilton Darwin	Lord Mayor Katrina Fong Lim
17/05/2014	6:45pm	Northern Territory Thunder	NT Thunder Vs Brisbane Lions Res. Thunder Wing	Thunder Wing Marrara Stadium Marrara	Alderman Bob Elix

17/05/2014	7:00pm	Francisco Xavier Gama, President East Timorese Community	Celebration of the Restoration of Timor Leste Independence	Filipino Club Marrara	Lord Mayor Katrina Fong Lim
18/05/2014	9:00am	Dani Walter, General Manager RSPCA Darwin	RSPCA 2014 Million Paws Walk	Jingili Water Gardens	Lord Mayor Katrina Fong Lim
22/05/2014	6:00pm	The Board of the Australian Hotels Association Northern Territory Branch	2014 AHA (NT) Aristocrat Technologies Awards for Excellence	Lawns of SKYCITY Darwin	Lord Mayor Katrina Fong Lim
23/05/2014	5:30pm	Her Honour the Honourable Sally Thomas AC and Mr Duncan McNeill	Investiture	Government House	Lord Mayor Katrina Fong Lim
24/05/2014	4:00pm	Track Dance Company	Tracks Choreographic Showing "Double Exposure"	Frog Hollow lawned area	Lord Mayor Katrina Fong Lim
24/05/2014	6:30pm	Randazzo Properties	Celebrating 60 Years of Developing the Northern Territory	Char Restaurant	Lord Mayor Katrina Fong Lim
28/05/2014	5:30pm	The Honourable Peter Chandler MLA Minister for Lands Planning and the Environment	Reception for Planning and Development	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim
29/05/2014	5:30pm	Maisie Austin OAM ASM CMC President Women's Network NT	May 2014 Function "Down Memory Lane"	Burnett House	Lord Mayor Katrina Fong Lim
30/05/2014	7:00am	Australian Institute of Office Professionals (AIOF) NT	Breakfast	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
31/05/2014	10:00am	Tropical Garden Spectacular Committee	Official Opening of the Tropical Garden Spectacular	George Brown Botanical Gardens Main Stage	Deputy Lord Mayor Robin Knox
31/08/2014	3:00pm	Tropical Garden Spectacular Committee	Tropical Garden Spectacular Knockabout	George Brown Botanical Gardens Main Stage	Deputy Lord Mayor Robin Knox
31/05/2014	7:00pm	Ps Don Dawson, Hope City Church Darwin	"Voice of Hope" against Suicide and Depression	Darwin Entertainment Centre	Deputy Lord Mayor Robin Knox

**Invitations Declined by Lord Mayor or Representative during May 2014**

Date	Time	Invitee/Company	Function	Venue	Reason
02/05/2014	7:15am	Regional Officer of the Salvation Army NT Major Darryl B Robinson	Breakfast with the Salvos	Darwin Convention Centre	Lord Mayor Katrina Fong Lim unable to attend due to a prior Local Government commitment.
04/04/2014	6:30pm	Framed The Darwin Gallery	Opening of the Exhibition "Alluring"	Framed The Darwin Gallery Stuart Park	Lord Mayor Katrina Fong Lim unable to attend due to a prior Local Government Commitment



05/05/2014	11:00am	Lion NT	Alice Springs Cup Day	Alice Springs	Lord Mayor Katrina Fong Lim unable to attend due to Commitments in Darwin
06/05/2014	5:30pm	Her Honour the Honourable Sally Thomas AC Administrator of the Northern Territory and Mr Duncan McNeill	Reception at Government House for Darwin Symphony Orchestra 2014 Program Supporters' Preview	Government House	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments. Invitation non transferrable
07/05/2014	6:25pm	President of Rotary Club of Darwin North Inc Mr Alastair King	2014 Rotary "Eric Simmons" Fire-fighter Awards for a Career and Volunteer Fire Fighter	NTFRS Headquarter Vehicle Bay Stuart Park	Lord Mayor Katrina Fong Lim and Representative unable to attend due to Council Workshop
08/05/2014	12:30pm	Professor Simon Maddocks Vice-Chancellor Charles Darwin University	Official Opening of the Structural Load Testing Facility	CDU Structural Load Testing Facility Pink Precinct Building 7A Casuarina Campus	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment at another event
10/05/2014	2:30pm	Colliers International NT	Champagne High Tea Fundraiser for the Safe Return Program	Quintessence on The Avenue, Parap	Lord Mayor Katrina Fong Lim unable to attend due to Council Commitment Talk@TheTop
12/05/2014	4:30pm	The Honourable Kezia Purick, MLA The Speaker of the Legislative Assembly of the Northern Territory along with Charles Darwin University's Nursing Museum	Celebrate International Nurses' Day 12 May 2014	Speaker's Green Parliament House Darwin	Lord Mayor Katrina Fong Lim and Representative unable to attend due to their attendance at a Council Workshop
12/05/2013	5:30pm	The Honourable Adam Giles MLA Chief Minister of the Northern Territory	2014 Northern Territory Volunteer of the Year Awards	Main Hall Parliament House	Lord Mayor Katrina Fong Lim and Representative unable to attend due to their attendance at a Council Meeting
17/05/2014	10:45am	Darwin Community Arts and the Participants of the Malak Community Shed	Morning Tea	The Underground	Lord Mayor Katrina Fong Lim unable to attend as previously committed to another Council event
20/05/2014	7:30pm	Francisco Xavier Gama, President East Timorese Community	Mass Celebration of Timor-Leste Independence Day	St Paul's Church Nightcliff	Lord Mayor Katrina Fong Lim unable to attend due to Council Committee Meeting

20/05/2014	5:30pm	DoubleTree By Hilton Darwin	Celebrate 40th Anniversary of DoubleTree By Hilton Darwin	DoubleTree by Hilton Darwin Poolside Lawns	Lord Mayor Katrina Fong Lim unable to attend due to Council Committee Meeting
20/05/2014	6:00pm	President of the Portuguese and Timorese Social Club Inc.	Flag Raising Ceremony	Portuguese and Timorese Social Club Marrara	Lord Mayor Katrina Fong Lim unable to attend due to Council Committee Meeting
21/05/2014	5:00pm	Vice-Chancellor Professor Simon Maddocks	2014 Semester One Scholarships Presentation ceremony and Reception	Mal Nairn Auditorium Red Precinct Red 7.1.01 Casuarina Campus	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
22/05/2014	5:15pm	Charles Darwin University Foundation	Annual General Meeting	Council Room Ground Floor, Chancellery Building Orange 12 Charles Darwin University	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment at another event
24/05/2014	6:30pm	Darwin Symphony Orchestra	Opera Gala	Darwin Waterfront	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments.
24/05/2014	7:00pm	Delfin Ferreira, President of Timorese Student Association	Celebration of 12th Anniversary of Restoration of Independence	Multicultural Room International House Darwin CDU Accommodation Brown Precinct	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor unable to attend due to prior commitments
24/05/2014	7:00pm	President of the Portuguese and Timorese Social Club Inc.	Dinner Dance	Portuguese and Timorese Social Club Marrara	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor unable to attend due to prior commitments
28/05/2014	5:30pm	Adam Hill Flinders Hyder	Flinders Hyder Northern Territory Office Launch	Char Restaurant	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
29/05/2014	2:30pm	Cancer Council	Northern Territory Quitline World No Tobacco Day Media Campaign Launch	Northern Territory Parliament House Eisey Room Level 3	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
29/05/2014	5:00pm	Her Honour the Honourable Sally Thomas AC Chancellor of Charles Darwin University	May Graduation Ceremonies	Darwin Convention Centre	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor unable to attend due to prior commitments

29/05/2014	5:30pm	The Honourable Peter Styles MLA Minister for Transport and Infrastructure	Presentation of the 2014-15 Infrastructure Budget	Nitmiluk Lounge Parliament House	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor unable to attend due to prior commitments
29/05/2014	5:00pm	Northern Territory Library	2014 Northern Territory Literary Awards	Northern Territory Library	Lord Mayor Katrina Fong Lim and Deputy Lord Mayor unable to attend due to prior commitments
30/05/2014	9:30pm	NT Writer's Centre Patron Mrs Tessa Pauling in the presence of Her Honour the Honourable Sally Thomas AC Administrator of the Northern Territory and Elder of Larrakia Nation Bilawara Lee	Welcoming Event	Lush Tropical Garden of her home at 32 Philip Street Fannie Bay	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
<b>Invitations Accepted by Lord Mayor or Representative during June 2014</b>					
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Attended By</b>
07/06/2014	8:00am	Australian Chinese Friendship Society (ACFS)	To speak at the ACFS Conference	Novatel Hotel Esplanade Darwin	Lord Mayor Katrina Fong Lim
07/06/2014	6:00pm	Australian Chinese Friendship Society	Dinner with the Delegation from Sister City Haikou	Loong Fong Restaurant Marrara	Lord Mayor Katrina Fong Lim
08/06/2014	3:00pm	Lillian Gomas Glenti Committee	Official Speeches	Main Stage Area Bicentennial Park	Lord Mayor Katrina Fong Lim
09/06/2014	9:30am	MWJ Brown AM Group Captain Project Director Inservice Support Joint Strike Fighter Division	Invitation to attend a briefing on the F-35A Lightning II Joint Strike Fighter Environmental Impact Statement	Peninsula Room Double Tree Esplanade	Lord Mayor Katrina Fong Lim
11/06/2014	12:00pm	Michele Adler	Celebrate Ted Ryko's Achievements	Parliament House Forecourt	Lord Mayor Katrina Fong Lim
11/06/2014	18:30pm	Commanding Officer INS Sahyadri	Reception on Board Ship	Fort Hill Wharf	Lord Mayor Katrina Fong Lim
12/06/2014	7:00pm	INS Sahyadri Captain Jyotin Raina and Mandarapu Subbarayudu Consul General of India	Dinner	Hanuman's Restaurant Darwin City	Lord Mayor Katrina Fong Lim
13/06/2014	7:30am	Australian Indigenous Leadership Centre (AILC) NT	Launch of AILC in the NT	Main Dining Room Parliament House	Lord Mayor Katrina Fong Lim
14/06/2014	1:00pm	Melaleuca Refugee Centre	Melaleuca Refugee Day Citizenship	Marrara Football Stadium	Lord Mayor Katrina Fong Lim
19/06/2014	10:00am	Jill Smith CEO and Staff of Council for Aboriginal Alcohol Program Services Inc (CAAPS)	CAAPS Open Day	60 Boulter Road Berrimah	Acting Lord Mayor Robin Knox

20/06/2014	6:45pm	Australian Clogging Association (ACA)	Launch the 19th ACA National Clogging Association	Marrara Indoor Stadium Abala Road Marrara	Lord Mayor Katrina Fong Lim
21/06/2014	10:30am	Paul Wyatt Darwin Community Arts Creative Producer - The Underground - Malak Community Shed & Garden	Morning Tea	The Underground	Lord Mayor Katrina Fong Lim
21/06/2014	5:30pm	Alex Mohan Indian Cultural Society (ICS) President	<a href="mailto:India@Mindil">India@Mindil</a>	Mindil Beach	Lord Mayor Katrina Fong Lim
22/06/2014	9:00am	The Chief Minister of the Northern Territory The Honourable Adam Giles MLA	SKYCITY Triple Crown Event 6 2014-V8 Supercars Championships	Hidden Valley	Lord Mayor Katrina Fong Lim
22/06/2014	7:00pm	Director Northern Territory Office of Department of Foreign Affairs and Trade Mr Lorenzo Strano OAM	Dinner for HE Ms Frances Adamson Ambassador to China	Yum Cha Chinese Restaurant 21 Cavenagh Street	Lord Mayor Katrina Fong Lim
25/06/2014	5:30pm	Her Honour the Honourable Sally Thomas AC Administrator of the Northern Territory and Mr Duncan McNeill	Reception to Celebrate the 30th anniversary of Corrugated Iron Youth Arts	Government House	Lord Mayor Katrina Fong Lim
25/06/2014	5:30pm	The Consul General of the Democratic Republic of Timor-Leste Mr Francisco Jose Filipe	A reception on the occasion of the Inauguration of the Consulate General of the Democratic Republic of Timor-Leste in Darwin NT	Hilton Darwin, Level 2, 32 Mitchell Street Darwin	Alderman Gary Haslett
25/06/2014	7:00pm	The Board, Staff and Artists of the Darwin Festival	Launch of the Darwin Festival Program	Darwin Bus Stop 236, Gilruth Avenue Darwin	Lord Mayor Katrina Fong Lim
26/06/2014	5:30pm	The Chief Minister of the Northern Territory and Chairman of the International Business Council	Launch of the 2014 Chief Minister's NT Export and Industry Awards	Darwin Convention Centre	Lord Mayor Katrina Fong Lim
27/06/2014	7:30pm	National Film and Sound Archive of Australia and Deckchair Cinema	BIG Screen Film Festival "Healing" and "Uncharted Waters"	Deckchair Cinema	Lord Mayor Katrina Fong Lim
28/06/2014	6:30pm	Music NT	NT Song of the Year Awards Night	MAGNT 19 Conacher Street Darwin	Lord Mayor Katrina Fong Lim
30/06/2014	5:30pm	International House Darwin	Sitzler Court Re-recognition for over 20 years Support by Sitzler	CDU Brown Precinct Building 3 Casuarina Campus	Lord Mayor Katrina Fong Lim

<b>Invitations Declined by Lord Mayor or Representative during June 2014</b>						
<b>Date</b>	<b>Time</b>	<b>Invitee/Company</b>	<b>Function</b>	<b>Venue</b>	<b>Attended By</b>	
03/06/2014	5:30pm	Her Honour the Honourable Sally Thomas AC and Mr Duncan McNeill	Reception for the Presentation of the Inaugural Administrator's Medal for Outstanding Service to Surf Life Saving in the Northern Territory	Government House	Lord Mayor Katrina Fong Lim unable to attend due to Council Committee Meeting	
06/06/2014	11:30am	Cat Beaton Environment Centre NT	Inaugural Environment Conference "Ochre Green 2014" theme " Strong Communities for a Sustainable Territory"	Stokes Hill Wharf Function Centre	Lord Mayor Katrina Fong Lim unable to attend as committed to Capital City Council of Lord Mayors at the time	
06/06/2014	5:30pm	The Honourable Peter Styles MLA Minister for Multicultural Affairs	Australia China Friendship Society National Conference Bill Morrow Lecture to be delivered by Fred Mitchell	Nitmiluk Lounge Parliament	Lord Mayor Katrina Fong Lim unable to attend as she will be attending CCCLM at that time.	
06/06/2014	7:00pm	Framed The Darwin Gallery	Launch of Kaleidoscopes & Fossils Exhibition and talk from Robert Cook	Framed Gallery Stuart Park	Lord Mayor Katrina Fong Lim unable to attend as she will be attending CCCLM at that time.	
07/06/2014	7:00pm	Filipino Association of the Northern Territory Inc	116th Philippine Independence Day	Filipino Community Centre	Lord Mayor unable to attend as she will be attending another event at the time.	
07/06/2014	7:00pm	Cancer Council NT	Annual Gala Ball	SKYCITY Grand Ballroom	Lord Mayor Katrina Fong Lim unable to attend as attending Conference Dinner for Australian Chinese Friendship Society with the Haikou Sister City Committee	
09/06/2014	12:30pm	Mark Pead NT Tennis	88th SKYCITY NT Open Championships	Gardens Tennis Gilruth Avenue	Representatives. Deputy Lord Mayor also unavailable due to prior commitments. Lord Mayor Katrina Fong Lim unable to attend due to prior commitments.	

11/06/2014	5:30pm	Her Honour the Honourable Sally Thomas AC and Mr Duncan McNeill	2014 Investiture and Graduation Ceremony for St John Ambulance Australia (NT) Inc	Government House	Lord Mayor Katrina Fong Lim unable to attend due to Special Council Meeting being held on the same evening.
11/06/2014	7:00pm	Brown's Mart Productions, Corrugated Iron and Salt Theatre	to invite you and a guest to the opening night of <b>The Hoist</b>	Browns Mart Theatre	Lord Mayor Katrina Fong Lim unable to attend due to Special Council Meeting and acceptance of prior event being held on the same evening.
12/06/2014	7:00pm	INS Sahyadri Captain Jyotin Raina and Mandarapu Subbarayudu Consul General of India	Dinner	Hanuman's Restaurant Darwin City	Lord
13/06/2014	1:30pm	Senator The Hon Mitch Fifield Assistant Minister for Social Services	Announcement about new arrangements for some aged care services in the Northern Territory and Northern Western Australia	Uniting Church Memorial Hall 78 Smith Street Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior commitments
14/06/2014	6:30pm	Rotary Club of Darwin North	Rotary Club of Darwin North President Changeover Cocktail Party 2014	Viva La Vida Wine and Tapas Bar	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
14/06/2014	5:00pm	Indonesian Consulate Darwin	Indonesian Friendship's Night 2014	Indonesian Consulate	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
18/06/2014	9:30am	Natalie Findlay Mission Australia Early Learning Services	Morning tea to celebrate the recent refurbishment of the Early Learning Centre in Stuart Park	Stuart Park Early Learning Centre 2A Bishop Street Woolner	Lord Mayor Katrina Fong Lim unable to attend as she will be attending CCCLM in Canberra at the time and Acting Lord Mayor Robin Knox unable to attend due to prior commitment.
19/06/2014	6:00pm	Corrugated Iron	30th Birthday Soiree	Civic Park Darwin	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
20/06/2014	6:00pm	The Chief Minister of the Northern Territory The Hon Adam Giles MLA	Reception to celebrate SKYCITY Triple Crown Event 6 2014 V8 Supercars Championship	Speakers Green Parliament House	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment

24/06/2014	5:30pm	WGCDR Wesley Perrett	the Consecration and Presentation of a Squadron Standard (Colour) to No.13 Squadron, City Of Darwin Air Commander Australia, Air Vice Marshal Mel Hupfeld DSC will be the Host Officer for the parade; and Wing Commander Wes Perrett, Commanding Officer 13 Squadron will host the reception	Officer's Mess RAAF Base Darwin	Lord Mayor Katrina Fong Lim unable to attend due to Council Meeting being held at that time.
25/06/2014	12:00	Andrew Johnson Australian Computer Society	Leader's Round Table Luncheon	Veda Room Mantra Pandanas	Lord Mayor Katrina Fong Lim unable to attend due to commitment
25/06/2014	6:30pm	The President and Committee of Management of NT Space School Inc.	NTSS Student Presentation Ceremony	Charles Darwin University Brown Precinct Building 13 Multicultural Room	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
27/06/2014	6:00pm	President of the Australian Institute of Architects NT Chapter Mr Simon Scally FRAIA	2014 Northern Territory Architecture Awards	Cornucopia Museum Café Bullocky Point	Lord Mayor Katrina Fong Lim unable to attend due to prior event.
27/06/2014	6:30pm	Local Retailers	Champagne Shopping Night	Darwin Turf Club Schweppes Pavilion	Lord Mayor Katrina Fong Lim unable to attend due to prior commitment
28/06/2014	7:30pm	Darwin Chinese Catholic Community	20th Anniversary Celebration	Timorese Chinese Association Club	Lord Mayor Katrina Fong Lim unable to attend due to prior event.
28/06/2014	7:00pm	Osborne Family Holdings	Grand Opening of Spirit on The Avenue	12 Salonika Street Parap	Lord Mayor Katrina Fong Lim unable to attend due to prior event.

**Numbers of other Commitments for the Lord Mayor and her Representative for January to March 2014**

- 6 Events Hosted including Citizenship Ceremonies
- 6 Community Events attended that City of Darwin held
- 2 Visiting Dignitaries
- 18 City of Darwin Council Meetings/Workshops
- 6 City of Darwin, internal meetings & Council Committee Meetings
- 43 External Parties/Community Members/Groups or stakeholders

**Conferences**

- 1-4 April 2014 Local Government Northern Territory (LGANT)
- 1-5 June 2014 Council Capital City Lord Mayors (CCCLM)
- 15-19 June 2014 Australian Local Government Association (ALGA) National General Assembly

ENCL: YES	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT COMMITTEE/OPEN</b>	AGENDA ITEM:	<b>8.4</b>
<b>CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION</b>			
REPORT No.:	<b>14A0114 JW:jm</b>	COMMON No.:	<b>2840538</b>
		DATE:	<b>23/07/2014</b>

**Presenter:** Manager People Culture & Capability, Jodie Wheeler

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

### **PURPOSE**

The purpose of this report is to present to Council the format for the Chief Executive Officer Performance (CEO) Evaluation.

### **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**

5.3.2 Display contemporary leadership and management practices

### **KEY ISSUES**

- Maintain a contemporary practice around the Chief Executive Officer performance review.
- Provide for a simplified relevant, efficient and effective process.
- Provide for regular performance feedback around performance and effectiveness against Council's strategic goals.

### **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 14A0114 JW:jm entitled Chief Executive Officer Performance Evaluation, be received and noted.
- B. THAT, Council endorse the Chief Executive Officer Performance Evaluation document as per **Attachment A** in report number 14A0114 JW:jm entitled Chief Executive Officer Performance Evaluation.



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SUBJECT: CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION

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- C. That pursuant to Part 5.2 of the Local Government Act, Council establish a Committee entitled the Chief Executive Officer Performance Evaluation Committee, comprising Lord Mayor and Deputy Lord Mayor with an independent facilitator to undertake the Annual Performance Evaluation of the CEO.
- D. THAT pursuant to Section 32 of the Local Government Act, the CEO's Performance Evaluation Committee be delegated the power to conduct and finalise the appraisal of the CEO.

## **BACKGROUND**

The Chief Executive Officer Performance Evaluation process was last reviewed in 2008. The Lord Mayor requested a review to ensure that Council has a modern, relevant and meaningful appraisal system for the Chief Executive Officer.

## **DISCUSSION**

People Culture & Capability sourced a background research paper around the current Chief Executive Officer performance appraisal system to see whether this aligned with contemporary practices.

The current appraisal process is considered to be traditional in approach in that it is actioned annually and evaluates performance against behavioural competency tools, reviews achievements against last year's goals, strengths and development needs and establishes future goals. Although the current system works reasonably well, the process is intensive and time consuming.

A conclusion based on the background research identified that each organisation is unique because it has its own strategies, so each needs to have its own performance model underpinning performance management.

Performance management is not about filling in forms and ticking boxes, it is a core management practice that involves building a shared understanding of what success looks like, and how it can be achieved and maintained.

Contemporary practice demonstrates a shift to focusing on improving future performance, learning and growth rather than looking back over past performance and using this information punitively. This shift is from set annual goals to a continuous performance improvement approach through a series of related conversations that are well-planned, structured and spread across the year and that adjust goals in response to the business performance environment. Such a tool provides flexibility and simplicity rather than onerous, time intensive processes, supports real time feedback and just in time coaching solutions, and is conversation focused. It is built around more of a coaching-and-learning model it becomes an integral part of regular workplace communication.

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After evaluating Council's existing model against contemporary practice a better value process and dynamic model has been identified and is recommended in the future for the Chief Executive Officer Performance Evaluation, please refer to **Attachment A.**

### **CONSULTATION PROCESS**

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

- Chief Executive Officer
- Lord Mayor

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

- Gail Humble Consulting Service

### **POLICY IMPLICATIONS**

Nil

### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

Nil

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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SUBJECT: CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION

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

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

**JODIE WHEELER**  
**MANAGER PEOPLE CULTURE &**  
**CAPABILITY**

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

For enquiries, please contact Jodie Wheeler on 8930 0527 or email:  
[j.wheeler@darwin.nt.gov.au](mailto:j.wheeler@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Chief Executive Officer Performance Evaluation



CHIEF EXECUTIVE OFFICER  
PERFORMANCE EVALUATION



## 1. INTRODUCTION

One of the important functions or responsibilities of the Council is to ensure the organisation has an effective Chief Executive Officer (CEO). This includes hiring the CEO, setting expectations as defined in the employment contract, job description and the annual goals and objectives of the Council, and evaluating the performance of the CEO.

Pursuant to the Local Government Act the Council establishes policies of the organisation and delegates' authority and responsibility to manage and run the organisation to the CEO. A formal evaluation process is necessary for the purpose of ensuring that Council and CEO have a clear consensus of the organisation's goals, job expectations and performance measures.

The purposes and benefits of the CEO evaluation process include:

- Focusing the CEO activities on the Council's Strategic Plan
- Providing a mechanism to assess how effectively the CEO has implemented Council policies and decisions
- Providing a basis for future CEO performance expectations
- Facilitating coordination and teamwork among the Council's leadership
- Creating a formal system for CEO professional and personal development
- Communicating Council expectations of the CEO
- Protecting the CEO against considerable risk associated with doing the job
- Establishing parameters for CEO performance that enable the Council to retain and provide constructive feedback regarding CEO professional performance and if necessary, reasonable and appropriately terminate the CEO

For the CEO, Council uses a dynamic model which focusses on continuous improvement based on a series of four short focussed conversations over a 12 month period. The conversation topics are: Strategic Focus, Operational Focus, Leadership Focus and an Annual Summary, which considers the Strategic and Municipal Plan achievements for the past year and makes remuneration adjustments in accordance with the CEO employment contract.

## 2. PROCEDURE

### 2.1 Timing

The process will be ongoing through quarterly meetings undertaken during the year with the Annual Summary being undertaken in the month of September.

### 2.2 Composition of Panel

1. The Panel shall comprise, as follows for Quarterly Review:

- Lord Mayor
- Deputy Lord Mayor

2. The Panel shall comprise, as follows for Annual Review:

- Lord Mayor;
- Deputy Lord Mayor; and
- An independent facilitator.

### 2.3 Conducting the Continuous Evaluation

1. The Panel ensures it has:

- A current strategic plan with clearly specified vision, and set of values organisational goals and objectives
- A job description for the CEO
- A shared understanding of the purposes of the CEO evaluation

2. Meets with the Chief Executive in the Aldermen's Room at the Civic Centre at a pre agreed date and time.

3. The meeting will be limited to 1 hour and will be chaired by the Lord Mayor.

4. Prior to leaving the meeting, the one page summary will be completed and signed off by the Panel and the Chief Executive.

5. The CEO will then forward the summary to the Manager People Culture & Capability for filing.

6. Following completion of the Annual Summary, in September each year, the Manager People Culture & Capability will provide a Confidential Restricted Circulation Report to Council which will comprise the quarterly reports for the previous 12 months for receiving and noting.

# QUARTERLY REVIEW MEETING – DECEMBER

## STRATEGIC FOCUS

**CEO:**

**Panel Summary:**

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**Signed:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lord Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Lord Mayor

\_\_\_\_\_  
Date

# QUARTERLY REVIEW MEETING – MARCH

## OPERATIONAL FOCUS

**CEO:**

**Panel Summary:**

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**Signed:**

\_\_\_\_\_  
Chief Executive Officer

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Date

\_\_\_\_\_  
Lord Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Lord Mayor

\_\_\_\_\_  
Date



## QUARTERLY REVIEW MEETING – JUNE

### LEADERSHIP FOCUS

**CEO:**

**Panel Summary:**

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**Signed:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lord Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Lord Mayor

\_\_\_\_\_  
Date

# CEO PERFORMANCE REVIEW

## ANNUAL SUMMARY

<b>STRATEGIC SUMMARY:</b>
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<b>OPERATIONAL SUMMARY:</b>
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<b>LEADERSHIP SUMMARY:</b>
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**OVERALL SUMMARY (FUTURE FOCUS):**

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**ANNUAL REMUNERATION ADJUSTMENT**

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.....% in accordance with Clause 5.1.2 of the Chief Executive’s Employment Contract.

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**Signed:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Deputy Lord Mayor

\_\_\_\_\_  
Lord Mayor

\_\_\_\_\_

Date: \_\_\_\_\_

<b>ENCL: NO</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT COMMITTEE/OPEN</b>	<b>AGENDA ITEM: 8.5</b>
<b>VALUE IMPROVEMENT PROGRAM (VIP) – REGULATORY SERVICES</b>		
<b>REPORT No.: 14A0132 DN:jm</b>	<b>COMMON No.: 2082109</b>	<b>DATE: 23/07/2014</b>

**Presenter: Manager Regulatory Services, David Neall**

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

### **PURPOSE**

This report presents a summary of the Value Improvement Program (VIP) outcomes to date in the Regulatory Services section and advises of its extension into the animal management program.

### **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 Value Improvement Program has introduced measurable improvements in the delivery of regulatory services where it has been implemented.
- The VIP provides management with the opportunity to monitor performance, review and institute improvements in real time.
- In view of the specialist skillset initially required to review, analyse and evaluate each business process the services of a VIP specialist are essential.
- The services of the consultant for the implementation of VIP through the Animal Management Section are estimated to be \$132,000 to be funded through increased productivity.

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REPORT NUMBER: 14A0132 DN:jm  
SUBJECT: VALUE IMPROVEMENT PROGRAM (VIP) – REGULATORY SERVICES

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 14A0132 DN:jm entitled Value Improvement Program (VIP) – Regulatory Services, be received and noted.
- B. THAT Council note that the Value Improvement Program will be implemented in Animal Management commencing in August 2014.

## **BACKGROUND**

The Value Improvement Program commenced in Regulatory Services in February 2013.

## **DISCUSSION**

With the introduction of the Value Improvement Program (VIP) in Regulatory Services the following improvements have been achieved:

- A highly structured enforcement practice
- An increase in CBD income from \$810,686 (2012-2013) to \$1,485,509 (2013-14).
- A measured reduction in the number of observed CBD safety parking offences.
- Time restriction parking offences have decreased (Monday-Friday) suggesting that vehicle turnover has improved.
- For Suburban regulation 69% of complaints are responded to within 2 days; 80% responded to within 7 days. The cost of suburban regulation is currently offset by income revenue.
- The new Abandoned Vehicle process has reduced vehicle removal time from 40 days to 4.9 days.

## **Animal Management**

Work has commenced on the introduction of the VIP model to Animal Management processes. Changes to pound management processes have reduced average days a dog is held from 10 days to 3.9 days. This is a saving of approximately \$22 per dog per day. Yearly savings (dog maintenance costs) can be safely estimated at between \$30,000 and \$40,000.

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REPORT NUMBER: 14A0132 DN:jm  
SUBJECT: VALUE IMPROVEMENT PROGRAM (VIP) – REGULATORY SERVICES

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### **CONSULTATION PROCESS**

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

- Finance Manager

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

- Michael Szwarcbord – Lean Consultant

### **POLICY IMPLICATIONS**

Implementation of the VIP processes ensures Council policy requirements in the Regulatory Services Section are met.

### **BUDGET AND RESOURCE IMPLICATIONS**

The VIP Animal Management costs are \$132,000 for the use of a consultant for approximately 6 days per month. The expected benefits include increased income from greater compliance with animal registration requirements and enforcement of animal management requirements.

Follow up on unregistered animals and increased focus on compliance with registration and other animal management practices are anticipated to yield similar productivity gains.

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

Nil.

### **ENVIRONMENTAL IMPLICATIONS**

Nil.

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SUBJECT: VALUE IMPROVEMENT PROGRAM (VIP) – REGULATORY SERVICES

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

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

**DAVID NEALL**  
**MANAGER REGULATORY**  
**SERVICES**

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

For enquiries, please contact David Neall on 89300421 or email:  
[d.neall@darwin.nt.gov.au](mailto:d.neall@darwin.nt.gov.au).

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

**AGENDA ITEM: 8.6**

**MONTHLY ON-STREET & OFF-STREET PARKING STATISTICS - JUNE 2014**

**REPORT No.: 14A0139 LC:jm**

**COMMON No.: 376351**

**DATE: 23/07/2014**

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

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

**PURPOSE**

This report provides details of the car parking revenue for in Darwin's Central Business District (CBD) for year ended June 2014.

**LINK TO STRATEGIC PLAN**

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

**Goal**

2 Vibrant, Flexible and Tropical Lifestyle

**Outcome**

2.1 Improved access and connectivity

**Key Strategies**

2.1.4 Provide parking facilities to meet community needs

**RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

- A. THAT Report entitled Monthly On-Street and Off-Street Parking Statistics – June 2014, be received and noted.
- B. THAT Council undertake a number of car parking surveys in 2014/15 in the CBD to gain a greater understanding of traffic movements / occupancies in the CBD.



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 SUBJECT: MONTHLY ON-STREET & OFF-STREET PARKING STATISTICS - JUNE 2014

## **DISCUSSION**

Tabled below is the revenue collected from on-street car parking for year ended June 2014.

		Number of Bays	Net Income YTD 2013/2014	Net Income YTD 2012/2013
<b>Zone A</b>	Actual Income	664	\$ 1,453,448	\$ 1,264,418
	% of Potential Income		49%	47%
<b>Zone B</b>	Actual Income	600	\$ 481,490	\$ 496,875
	% of Potential Income		25%	27%
<b>Zone C</b>	Actual Income	516	\$ 543,747	\$ 522,141
	% of Potential Income		71%	74%
<b>Total</b>	Actual Income	1780	\$ 2,478,685	\$ 2,283,434
	% of Potential Income		43%	43%

Council provides a total of 1,780 on-street public car parking bays in Darwin's central business district.

For the year ended June 2014 Council generated a total of \$2.5 million for on-street car parking revenue up \$195,251 on the previous year's years \$2.3 million.

Zone A increased by \$189,030, Zone B decreased by \$15,385 and Zone C increased by \$21,606.

A month by month report and graph can be found at **Attachment A**.

### **Infringements**

A total of 36,199 infringements were issued in the CBD for the year ended June 2014 up 16,752 on the previous year's 19,447.

A total of 226 infringements were written off for the year.

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### Off Street Car Parking

Tabled below is the revenue collected from off-street car parking for year ended June 2014.

			Number of Bays	YTD Net Income 2013/2014	YTD Net Income 2012/2013
Westlane	Reserved Bays	Actual Income	205	\$340,958	\$340,387
	Casual Bays	Actual Income % of Potential Income	236	\$429,879 66%	\$341,074 59%
Cavenagh St	Reserved Bays	Actual Income	88	\$100,835	\$68,182
	Casual Bays	Actual Income % of Potential Income	293	\$330,233 105%	\$311,362 108%
McLachlan St	Reserved Bays	Actual Income	31	\$29,009	\$23,740
	Casual Bays	Actual Income % of Potential Income	57	\$54,233 89%	\$56,848 101%
McMinn St	Casual Bays	Actual Income % of Potential Income	215	\$152,922 111%	\$138,022 111%
Mitchell/Daly	Reserved Bays	Actual Income	24	\$10,189	\$11,361
	Casual Bays	Actual Income % of Potential Income	77	\$52,914 108%	\$48,862 109%
Nichols Pl	Reserved Bays	Actual Income	43	\$28,108	\$25,350
	Casual Bays	Actual Income % of Potential Income	100	\$107,116 100%	\$98,907 87%
Chinatown	Reserved Bays	Actual Income	287	\$355,376	\$336,485
	Casual Bays	Actual Income % of Potential Income	210	\$97,0664 18%	\$100,186 21%
Darwin Oval	Reserved Bays	Actual Income	20	\$14,855	\$15,634
	Casual Bays	Actual Income % of Potential Income	49	\$56,932 108%	\$55,549 115%
Stott Ln	Reserved Bays	Actual Income	44	\$31,059	\$29,100
Woods/Daly	Casual Bays	Actual Income % of Potential Income	55	\$17,473 50%	\$15,319 48%
Civic Ctr	Reserved Bays	Actual Income	62	\$30,027	\$30,398
Mitchell St	Casual Bays	Actual Income % of Potential Income	38	\$26,106 107%	\$23,443 106%
Total	Reserved Bays	Actual Income	804	\$940,418	\$880,637
	Casual Bays	Actual Income	1330	\$1,322,119	\$1,189,572
		% of Potential Income		67%	67%
<b>GRAND TOTAL</b>		<b>Actual Income</b>		<b>\$2,265,290</b>	<b>\$2,070,209</b>

Council provides a total of 2,134 off-street public car parking bays in Darwin's central business district.

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For the year ended June 2014 Council generated a total of \$2.3 million for off-street car parking revenue up \$195,081 on the previous year's years \$2.1 million.

A month by month report and graph can be found at **Attachment A**.

### **CONSULTATION PROCESS**

N/A

### **POLICY IMPLICATIONS**

N/A

### **BUDGET AND RESOURCE IMPLICATIONS**

Council generated a total of \$4,743,975 in car parking revenue for the 12 months to June 2014.

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

N/A

### **ENVIRONMENTAL IMPLICATIONS**

N/A

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2014

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

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

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

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

For enquiries, please contact Liam Carroll on 8930 0559 or email:  
[l.carroll@darwin.nt.gov.au](mailto:l.carroll@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Car parking revenue summary  
**Attachment B:** Variance on-street car parking  
**Attachment C:** Variance off-street car parking  
**Attachment D:** Revenue size custom gradient  
**Attachment E:** Revenue size gradient  
**Attachment F:** Revenue colour gradient

# ATTACHMENT A

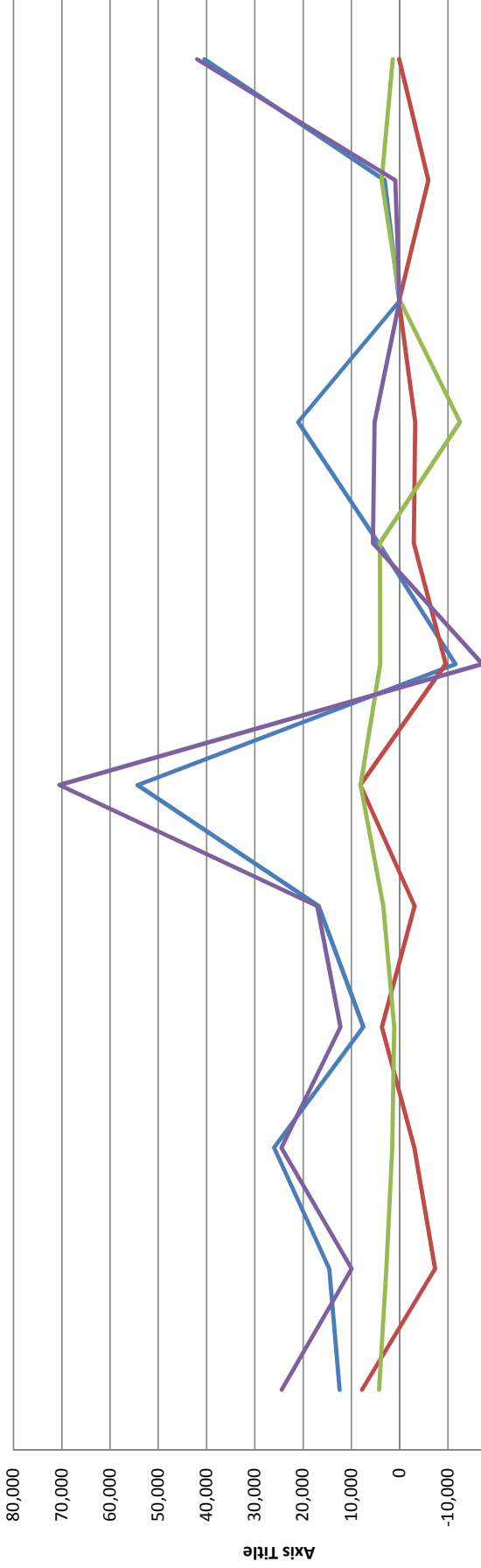
## City of Darwin Car Parking Revenue 2014

On Street	Total	Jly	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Zone A	-1,453,449	-148,896	-118,901	-129,489	-133,626	-113,771	-129,587	-91,923	-107,277	-118,648	-115,078	-112,906	-133,347
Zone B	-481,490	-50,080	-45,085	-39,123	-48,500	-38,193	-36,946	-29,322	-36,072	-35,816	-37,940	-43,071	-41,341
Zone C	-543,747	-44,995	-53,038	-45,507	-44,635	-56,678	-37,547	-37,409	-44,388	-42,492	-37,760	-55,827	-43,471
<b>Total On Street Revenue</b>	<b>-2,478,685</b>	<b>-243,971</b>	<b>-217,024</b>	<b>-214,119</b>	<b>-226,761</b>	<b>-208,643</b>	<b>-204,080</b>	<b>-158,654</b>	<b>-187,736</b>	<b>-196,955</b>	<b>-190,778</b>	<b>-211,804</b>	<b>-218,159</b>
Off Street	Total	Jly	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Westlane	-770,837	-322,184	-33,447	-33,358	-43,318	-38,752	-83,959	-34,619	-37,429	-35,790	-35,699	-38,110	-34,174
Cavenagh St	-431,069	-80,443	-32,724	-31,840	-31,194	-33,305	-45,385	-27,319	-29,619	-29,424	-29,738	-32,136	-27,942
McLachlan St	-83,242	-22,965	-5,009	-1,945	-4,360	-6,500	-9,829	-4,332	-4,222	-4,579	-4,611	-4,771	-10,118
McMinn St	-152,922	-13,262	-12,734	-13,222	-14,219	-13,168	-9,415	-12,275	-12,638	-12,658	-12,354	-14,129	-12,845
Mitchell/Daly St	-63,104	-11,940	-4,649	-4,295	-4,937	-5,148	-6,168	-4,381	-4,116	-4,092	-4,486	-4,202	-4,691
Nichols Pl	-135,224	-28,168	-9,109	-9,463	-10,969	-9,138	-15,207	-8,674	-9,371	-8,536	-8,835	-9,318	-8,436
Chinatown	-451,643	-276,008	-17,049	-2,514	-9,903	-14,531	-86,670	-7,058	242	-6,990	-7,837	-9,129	-14,195
Stott Lane	-31,059	-23,446	183	-492	-215	0	-7,325	-12	-243	0	0	119	373
Darwin Oval	-71,788	-15,852	-5,289	-4,754	-5,544	-5,071	-10,386	-4,355	-3,187	-5,030	-4,720	-5,017	-2,582
Mitchell St	-26,106	-2,127	-2,368	-2,118	-2,156	-2,717	-1,681	-2,183	-2,057	-2,084	-1,892	-2,588	-2,137
Woods/Daly	-17,473	-1,769	-2,072	-1,823	-1,387	-2,034	-1,169	-953	-1,100	-1,212	-1,189	-1,517	-1,246
Civic Centre	-30,027	-1,400	-3,652	-2,430	-2,324	-2,630	-2,428	-3,215	-2,253	-2,351	-2,349	-2,611	-2,384
Chinatown Bike Pod	-797	-641	0	-75	0	0	0	-140	59	0	0	0	0
<b>Total Off Street Revenue</b>	<b>-2,265,290</b>	<b>-800,205</b>	<b>-127,921</b>	<b>-108,329</b>	<b>-130,525</b>	<b>-132,995</b>	<b>-279,623</b>	<b>-109,516</b>	<b>-105,935</b>	<b>-112,746</b>	<b>-113,710</b>	<b>-123,409</b>	<b>-120,377</b>

## City of Darwin On Street Car Parking Revenue 2014

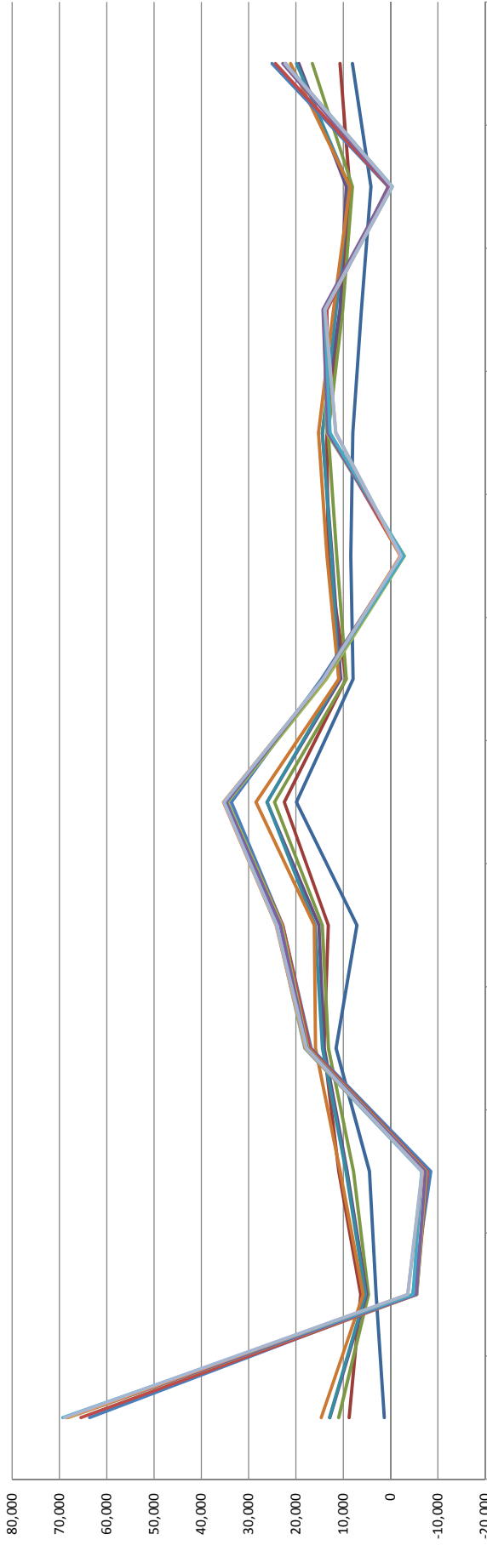
### Comparison of on street car parking

- increase / decrease per month compared to previous year



# ATTACHMENT C

City of Darwin Off Street Car Parking 2014  
Increase / Decrease Compared to Last Year



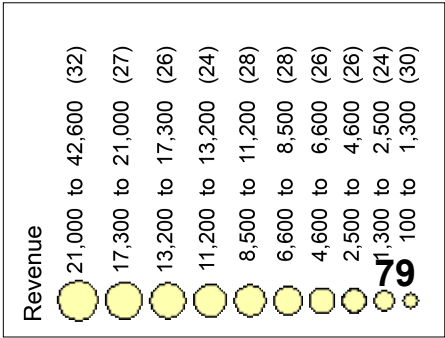
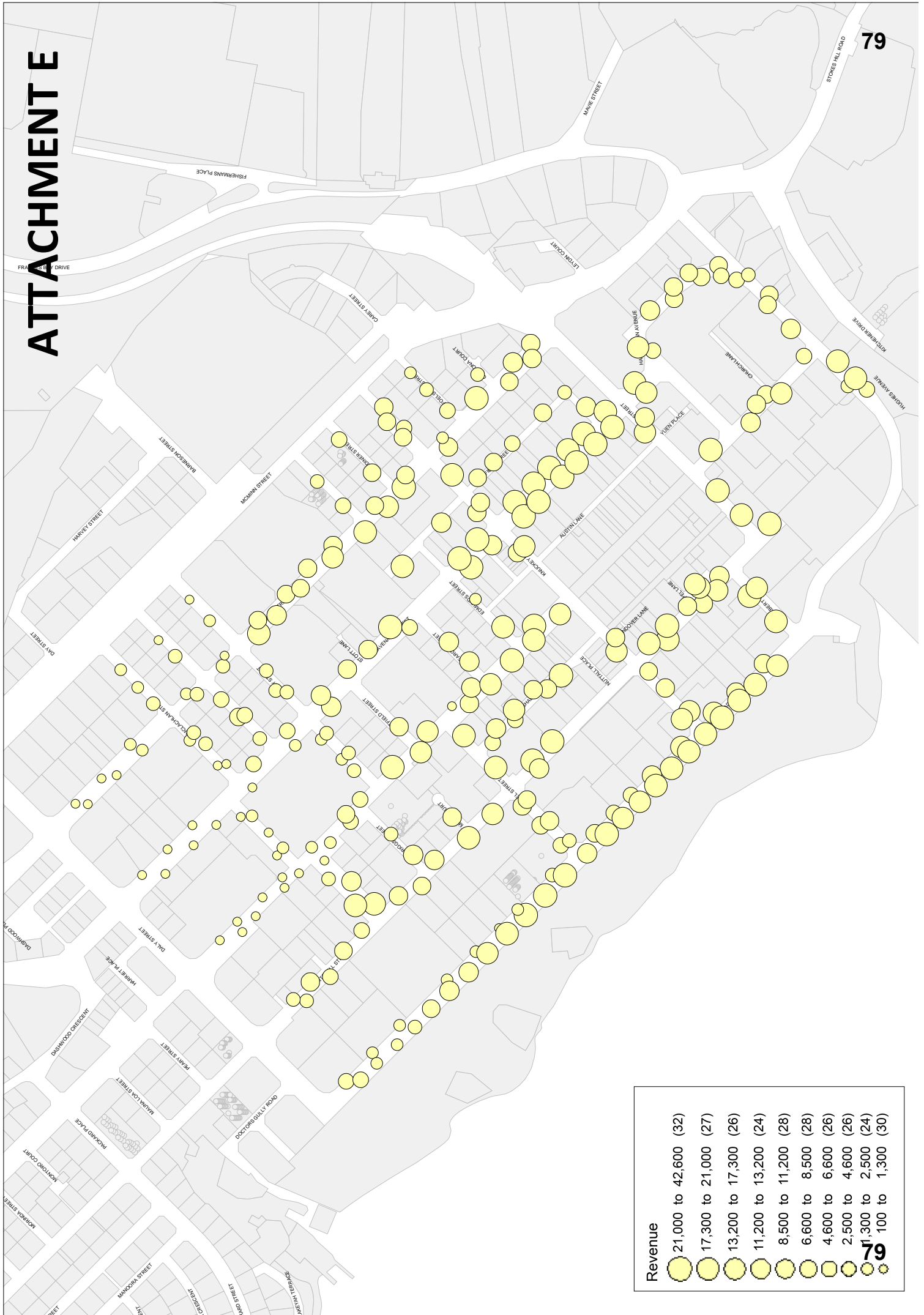
Axis Title

# ATTACHMENT D

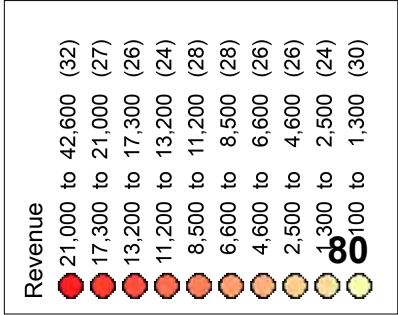
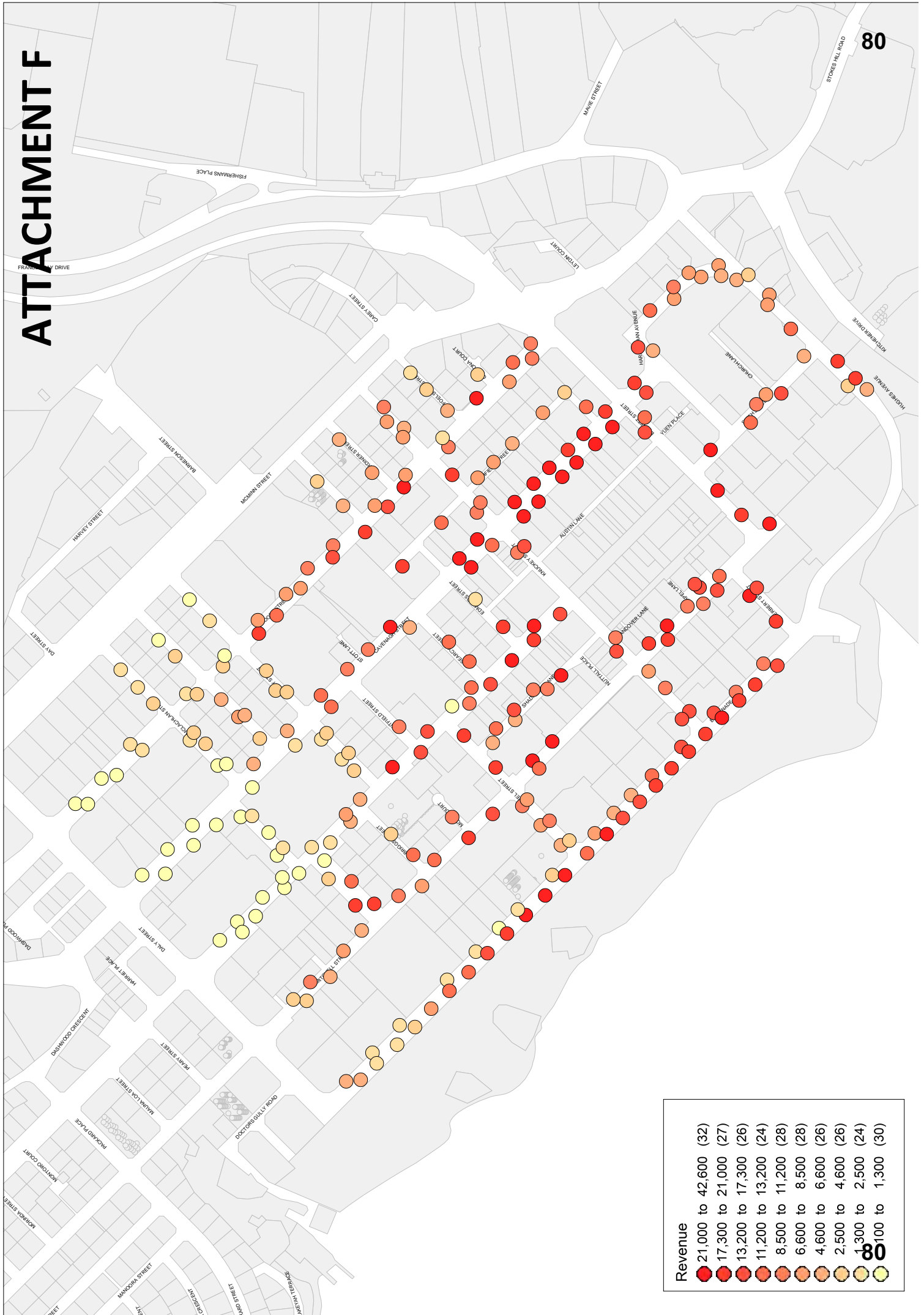




# ATTACHMENT E



# ATTACHMENT F



<b>ENCL:</b>	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT</b>	<b>AGENDA ITEM:</b>	<b>8.7</b>
<b>YES</b>	<b>COMMITTEE/OPEN</b>		
<b>DRAFT MOBILE FOOD VENDING POLICY</b>			
<b>REPORT No.:</b>	<b>14C0063 AM:kl</b>	<b>COMMON No.:</b>	<b>2444489</b>
		<b>DATE:</b>	<b>23/07/2014</b>

**Presenter:** Acting General Manager, Community & Cultural Services,  
Anna Malgorzewicz

**Approved:** Chief Executive Officer, Brendan Dowd

### **PURPOSE**

The purpose of this report is to recommend that Council endorse and adopt the Mobile Food Vending Policy.

### **LINK TO STRATEGIC PLAN**

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

#### **Goal**

2 Vibrant, Flexible and Tropical Lifestyle

#### **Outcome**

2.2 A sense of place and community

#### **Key Strategies**

2.2.1 Develop a vibrant and active central business district

2.2.2 Develop vibrant suburban centres of activity

### **KEY ISSUES**

- The current City of Darwin policy statement on mobile food stalls provides for the operation of food vending in twelve (12) specific locations in the municipality.
- Council has requested a set of policy objectives and guidelines be prepared to provide a framework for the operation of mobile food vending in the municipality, including criteria for assessing applications.
- Mobile food stalls are an important component of public space activation and revitalisation.
- All operators of food businesses must be registered with the Department of Health, and the Environmental Health Unit regulates all food businesses, including mobile food stalls and vehicles.

PAGE: 2  
REPORT NUMBER: 14C0063 AM:kl  
SUBJECT: DRAFT MOBILE FOOD VENDING POLICY

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 14C0063 AM:kl entitled Draft Mobile Food Vending Policy, be received and noted.
- B. THAT Council endorse and adopt the Mobile Food Vending Policy and Assessment Criteria at **Attachment A** of Report Number 14C0063AM:kl entitled Draft Mobile Food Vending Policy.

## **BACKGROUND**

Three Special Council Workshops were held in October and November 2013 and May 2014 respectively, to consider and discuss a number of issues for inclusion in the draft Mobile Food Vending Policy.

## **DISCUSSION**

Local Governments throughout Australia are actively encouraging and facilitating mobile food vendors as key components of public space activation and revitalisation programs. Street and mobile food activities are included in strategies to reclaim public space and tackle negative issues, creating safer, appealing and active public spaces. Mobile food strategies provide social, cultural and economic benefits for communities and some Councils, such as Brisbane City Council, also work with social enterprise initiatives to provide assistance to migrants wishing to enter the food industry as business owners.

The City of Darwin is seeking to encourage mobile food vending within the municipality within a prescribed framework that meets Council's assessment criteria and objectives and is consistent with the requirements of the Northern Territory *Food Act* and the national *Food Safety Standards*. The *Food Act* is enforced and regulated by the Environmental Health Branch, Department of Health which also oversees Food Surveillance Operations and Food Business Registration and Renewal. All food businesses in the Northern Territory must be registered and all food operators must comply with the *Food Safety Standards*, regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves handling or selling food on one occasion only.

The Environmental Health Branch also provides comprehensive information sheets to all food handlers and business operators including:

- Food Safety – Sausage Sizzles and Barbeques;
- Charities, Community Groups and Volunteers; and
- Mobile Food Vehicles.

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 REPORT NUMBER: 14C0063 AM:kl  
 SUBJECT: DRAFT MOBILE FOOD VENDING POLICY

The Draft Mobile Food Vending Policy will supersede the current policy statement in Council Policy No. 009 *Council Property – General*. The new policy provides a set of clear objectives for regular Mobile Food Vending in the municipality, identifies an appropriate operating framework and is supported by Assessment Criteria to determine Mobile Food Vending Applications. The Draft Mobile Food Vending Policy and Assessment Criteria are at **Attachment A**.

Conditions controlling the operations of Mobile Food Vending activities in the municipality will be incorporated into the “Mobile Food Vending Permit Application” to reflect the new operating framework and limitations and penalties for non-compliance, such as fees for rubbish removal. The current “Application for Foreshore Mobile Food Stall Permit” is at **Attachment B**.

The current approved Permit Fees for Mobile Food Stall operations contained in the 2014/15 City of Darwin Municipal Plan are:

#### Permit Fees 2014/15

Daily	\$ 40.00
Monthly	\$ 267.00
Per Quarter	\$ 789.00
Per Annum	\$3,252.00

All permit fees are GST exempt. A review of Permit Fees over the past decade demonstrates annual consumer price index increases (with the exception of 2007/08) have been applied. Fees were established through an open market process prior to the introduction of mobile food stall operations in the municipality.

City of Darwin Mobile Food Stalls Fees and Charges

	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015
Per day	25	26	26	30	32	35	36	37	38	40
Per month	205	211	211	220	231	235	242	249	256	267
Per quarter	615	633	633	655	688	695	715	736	756	789
Per annum	2400	2470	2470	2550	2678	2865	2948	3033	3115	3252

As part of the budget preparation process for the 2015/16 financial year, current fees will be reviewed and a new fee structure, if this is deemed as required, will be recommended.

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REPORT NUMBER: 14C0063 AM:kl  
SUBJECT: DRAFT MOBILE FOOD VENDING POLICY

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## **CONSULTATION PROCESS**

This report was considered by the Chief Officer's Group on 14 July 2014 and now referred to the Corporate & Economic Development Committee for consideration.

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

- Department of Health, Environmental Health Branch

## **POLICY IMPLICATIONS**

Council's current policies No. 009 *Council Property – General* and No. 011 *Outdoor Dining* in part, provide a framework for the administration and regulation of mobile food stalls on Council controlled land.

## **BUDGET AND RESOURCE IMPLICATIONS**

Nil.

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

The Northern Territory *Food Act* ensures food for sale is safe and suitable, prevents misleading conduct in connection with the sale of food and provides for the application of the *Food Standards Code* in the Northern Territory. It provides for the regulation of all food businesses, regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves handling or selling food on one occasion only.

## **ENVIRONMENTAL IMPLICATIONS**

Nil.

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REPORT NUMBER: 14C0063 AM:kl  
SUBJECT: DRAFT MOBILE FOOD VENDING POLICY

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

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

**ANNA MALGORZEWICZ**  
**ACTING GENERAL MANAGER,**  
**COMMUNITY & CULTURAL**  
**SERVICES**

**BRENDAN DOWD**  
**CHIEF EXECUTIVE OFFICER**

For enquiries, please contact Anna Malgorzewicz on 8930 0633 or email:  
[a.malgorzewicz@darwin.nt.gov.au](mailto:a.malgorzewicz@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Draft Mobile Food Vending Policy and Assessment Criteria  
**Attachment B:** Application for Foreshore Mobile Food Stall Permit

Title: Mobile Food Vending

Policy No:

Adopted By:

Next Review Date:

Responsibility: General Manager, Corporate Services

Document Number:

Version	Decision Number	Adoption Date	History
1			
2			
3			
4			

## 1 Policy Summary

This *Policy* together with the *City of Darwin Assessment Criteria for Mobile Food Vending Applications* provides the framework for the establishment and operation of Mobile Food Vending in the municipality.

## 2 Background

Darwin's climate, open spaces and tourism interests are conducive to Mobile Food Vending enterprises. The City of Darwin receives applications from time to time in respect to the use of roads and public places under Council's care and control for this purpose.

Mobile Food Vendors are considered 'food businesses' under the NT *Food Act*.

### Part 2.8.(1) Meaning of *food business*

In this Act:

**food business** means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:

- (a) handling food intended for sale; or
- (b) selling food,

regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves handling or selling food on one occasion only.



In line with the NT *Food Act* and under this Policy, Mobile Food Vending is defined as the use of public spaces for **preparing, handling and or dispensing food products for the purpose of sale, commercial consideration or promotion.**

### 3 Policy Objectives

This Policy is intended to encourage Mobile Food Vending operations within the City of Darwin to enhance the amenity of streets and public places, while providing added convenience and social and economic benefits to the community.

The key policy objectives are;

- To encourage Mobile Food Vending in areas that are suited to the purpose including appropriate areas of the central business district;
- To activate and revitalise public places;
- To encourage novel and creative entrepreneurial activities;
- To provide a unique outdoor dining experience;
- To ensure the activity area is safe yet aesthetically engaging; and
- To ensure the activity area is maintained in a clean, healthy and tidy manner and demonstrates sustainable use of consumables and waste management practices.

### 4 Policy Statement

Mobile Food Vending within the municipality of Darwin requires a permit from the City of Darwin. Council will issue permits for Mobile Food Vending operations in the following locations, subject to the assessment criteria attached to this Policy:

- |  |   |
|--|---|
| a) CBD inclusive of the Esplanade (excluding The Mall) | 4 |
| b) East Point Reserve                                  | 4 |
| c) Jingili Water Gardens                               | 2 |
| d) Nightcliff Foreshore                                | 6 |
| e) Rapid Creek Foreshore                               | 2 |

and

- f) Suburban parks, the number of permits to be allocated to be determined at the discretion of the delegated officer under this Policy.

Permit fees are determined under the following categories and duration of operation:

#### 1. Category of operation

- a) Not-for-profit and charitable organisations;
- b) One-off activities;
- c) Commercial operations.

#### 2. Duration of operation

- a) Single Event Permit – issued for a single occasion

- b) Short-term or Seasonal Permit – issued for two or more repeat operations in a given period of time
- c) Annual Permit – issued for repeat operations over the course of one year.

Permits in the central business district will generally be restricted to outside normal business hours, weekends and public holidays. Permits in residential areas will be restricted to hours of operation that preserve neighbourhood amenity and do not cause a general disturbance.

## 5 Legislation, terminology and references

All food businesses in the Northern Territory must be registered and all food operators must comply with the *Food Safety Standards*. The Northern Territory *Food Act* is the controlling legislation for all food businesses.

The following City of Darwin policies are also applicable to Mobile Food Vending operations:

Policy No. 011	<i>Outdoor Dining</i>
Policy No. 042	<i>Outdoor Advertising Signs Code</i>

City of Darwin Fees and Charges Register

## 6 Evaluation and review

The Mobile Food Vending Policy will be reviewed within the term of the Council.



The City of Darwin's *Mobile Food Vending Policy* (Policy No. XX) provides a set of clear objectives for Mobile Food Vending in the municipality and identifies an appropriate operating framework and fee structure. The Policy is supported by these criteria against which all Mobile Food Vending permit applications (including applications for permit renewal) will be assessed.

The criteria are as follows:

## 1. Business

- 1.1 The business must provide for the sale of food and or non-alcoholic drink only.
- 1.2 The applicant must have a registered business name and ABN and be registered with the Department of Health.
- 1.3 The applicant must have (or provide on confirmation of Council's intention to grant a permit) public and product liability insurance for the amount of at least \$20 million.
- 1.4 The applicant must demonstrate a community and business need for the proposed Mobile Food Vending operation.
- 1.5 If the applicant is a not-for-profit or charitable organisation, the applicant must demonstrate its bona fides.

## 2. Location

- 2.1 The proposed operating site(s) must be suitable for the purpose of Mobile Food Vending and not be in an excluded area.
- 2.2 The proposed facility and activities **must not** compromise public safety, cause obstruction or impede the flow and use of the area by pedestrians, road users, emergency response personnel, maintenance crews, patrons and staff of surrounding businesses, occupants of and visitors to surrounding residential properties, and other street activities.
- 2.3 Exemptions may be made to access to parking spaces for operations that support and promote the night time economy in the central business district.

## 3. Amenity and Appearance

- 3.1 All applications must include a detailed site plan of the proposed operation, including the vehicle or food vending facility and the proposed area(s) of operation.
- 3.2 The proposed Mobile Food Vending operation **must not**:

- compromise pedestrian and traffic flow or obstruct access to parking, taxis, and bus and loading zones;
- obstruct access to public space facilities such as bike paths, drinking fountains, BBQs, toilets, park and street furniture, rubbish bins, telephones and post boxes;
- operate on a footpath with a width less than 3.2 metres;
- operate within 1.8 metres of a building front and within 600mm from the kerb line;
- operate adjacent to construction zones, disabled parking spaces and bus, taxi and loading zones;
- operate in a manner that causes undue distraction to vehicular traffic; and
- modify, cover, remove or relocate trees and shrubs and other public property (such as park furniture, public art, signs, and bins).

#### **4. Operating Days and Times**

4.1 The proposed days and times of operation must be conducive to the enhancement of the area through the provision of food and or drink services.

The proposed days and times of operation must not compromise:

- the safety of public space users;
- other street and public space activities and uses;
- neighbourhood amenity;
- acceptable noise levels; and
- ingress and egress to surrounding sites and premises.

4.2 A limited number of Mobile Food Vending permits will be available at the locations described in the Mobile Food Vending Policy.

4.3 Permits will not be issued in instances where the City of Darwin determines that the granting of a permit may result in the oversupply of Mobile Food Vending services within a given area and or at a given time.

#### **5. Advertising and Marketing**

5.1 All proposed outdoor advertising must comply with the *Outdoor Advertising Signs Code* (City of Darwin Policy No. 042).

5.2 All applications must include detailed plans or diagrams which includes dimensions of proposed advertising.

#### **6. Cleaning, Maintenance and Waste Management**

6.1 All applications must demonstrate that all food handling activities will be compliant with the *Food Act* and the *Food Standards Code*.

6.2 All applications must include a waste management procedure. (Waste generated by food preparation activities is not to be disposed of in City of Darwin waste receptacles or drains.)

DRAFT

ENCL: YES	<b>CORPORATE &amp; ECONOMIC DEVELOPMENT COMMITTEE/OPEN</b>	AGENDA ITEM:	<b>8.8</b>
<b>POLICY NO. 23 - BORROWING POLICY - REVIEW</b>			
REPORT No.:	14A0125 MC:jm	COMMON No.:	2832845
			DATE: 23/07/2014

**Presenter:** Manager Finance, Miles Craighead

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

### **PURPOSE**

The purpose of this report is to review the Council's borrowing policy.

### **LINK TO STRATEGIC PLAN**

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

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.5 Responsible financial and asset management

#### **Key Strategies**

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

### **KEY ISSUES**

- A review of the Council's borrowing policy is required
- Issues identified include; prescriptiveness, contradiction and duplication
- A revised policy addressing these issues is recommended

### **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 14A0125 MC:jm entitled Policy No. 023 - Borrowing Policy - Review, be received and noted.
- B. THAT the revised Policy No. 023 - Borrowing Policy at **Attachment B** to report number 14A01265 be adopted.

PAGE: 2  
REPORT NUMBER: 14A0125 MC:jm  
SUBJECT: POLICY NO. 23 - BORROWING POLICY - REVIEW

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## **BACKGROUND**

Policies are required to be reviewed on a regular basis. Policy No. 023 - Borrowing Policy – Review is at **Attachment A**

## **DISCUSSION**

The draft revised policy (**Attachment B**) includes the following amendments:

1. Removes previous contradiction that it only applied to external debt when it had clauses related to internal debt.
2. Requires legal compliance but is more robust by removing references to individual sections etc.
3. No longer stresses that borrowing particularly applies to City of Darwin due to growth factors. Counter arguments can equally be presented that suggest growth organisations fund more from revenue.
4. Stresses and repeats the concept of financial sustainability and risk management.
5. Less prescriptive around what borrowing can be used for and the applicable terms as long as it is capital expenditure and financially sustainable.
6. Maximum term of loan now 20 years or useful life of assets whichever is the lesser (previously was less for lower valued assets).
7. Statement of how debt will be carried in the accounts is now that it will be in accord with generally accepted accounting practice.
8. Clarification that Council will decide whether reserves utilisations are internal loan or just funding injection.
9. Guidance around applying opportunity cost of capital (Council investing or borrowing) to internal loans but does not prohibit interest free or higher/commercial rates.
10. Simplifies and removes duplications such as what to do if loans are not required for the original purpose (comply with legal requirements, notify Department then resolve).
11. Seek competitive quotes for borrowing via the Contracts Section.

## **CONSULTATION PROCESS**

This report was considered by the Chief Officer's Group on 7 July 2014 and is now referred to Corporate & Economic Development Committee for consideration.

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REPORT NUMBER: 14A0125 MC:jm  
SUBJECT: POLICY NO. 23 - BORROWING POLICY - REVIEW

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### **POLICY IMPLICATIONS**

This report recommends changes to the Councils Policy No. 023 - Borrowing Policy.

### **BUDGET AND RESOURCE IMPLICATIONS**

The adoption of this policy will not in itself require any additional resources overall although the clause relating to support from the contracts section to better ensure the probity of competitive offers should be noted.

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

All changes comply with the relevant legislation.

### **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 05523 or email:  
[m.craighead@darwin.nt.gov.au](mailto:m.craighead@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Policy No. 023 – Borrowing Policy

**Attachment B:** Policy No. 023 – Borrowing Policy - review



Title: *Borrowing Policy*

Policy No: *023*

Adopted By: *Council*

Next Review Date: *11/05/2014*

Responsibility: *General Manager Corporate Services*

Document Number: *2119162*

Version	Decision Number	Adoption Date	History
1	20\2772	11/05/2010	Adopted
2			
3			
4			

## 1 Policy Summary

The policy sets forth the particular circumstances under which Council will use external debt as a source of funds and principles to be applied in relation to borrowing.

## 2 Policy Objectives

- To ensure the sound management of Council’s existing and future debt.
- To clearly state the set of circumstances which should exist when Council is considering the use of debt to fund projects.
- To provide guidance as to the information that must be taken into consideration when Council is considering the use of debt.
- Compliance with Ministerial guidelines issued under Section 258 of the Local Government Act which requires a Council to have a Borrowing Policy before any borrowing takes place.

### 3 Background

Borrowing can be an appropriate source of funds for local government and this particularly applies to councils such as City of Darwin where the community and area that the council services is growing at a rapid rate. However, the use of debt is only appropriate if certain circumstances apply and the Council has a responsibility to ratepayers to employ the funds raised from new borrowings in an efficient and productive manner.

Debt is a productive and equitable source of funds only to the extent that it provides leverage to:

- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works, or;
- to upgrade obsolete technology; or to intensify the capital base of Council so as to reduce the ongoing cost of operating programs.

Debt is not a productive or equitable use of Council resources when used as a substitute for current revenue in maintaining or replacing the existing levels of asset infrastructure, or for covering, whether directly or indirectly, the cost of interest on debt. Debt should not be used for these purposes.

### 4 Policy Statement

The underlying principle to be applied by City of Darwin is that of equity between present and future ratepayers. This principle will guide the Council in all decisions to raise new borrowings; it requires that adequate repayment of outstanding debt is spread equitably over time.

External borrowings will be limited to the funding of major items of physical infrastructure:

- whose life will exceed the term of any loans borrowed; and
- which cannot be funded from the revenue sources of the Council, or;
- major items of plant and equipment where the expenditure will be matched over time by a reduction in the ongoing cost of the activity for which the loan is to be raised.

Items to be funded by new borrowings will be identified in the Municipal Plan and Budget for the year in which the funds are proposed to be borrowed, thus undergoing a period of public consultation when the draft Municipal Plan and Budget is released for public comment. This condition may be waived in circumstances where an emergency or urgent situation required the use of borrowings and those borrowings complied with all other policy conditions.

For financial management purposes debt will be carried in the accounts in accordance with Council's major functions with the ability to individually identify the loans for each project or to consolidate debt for like projects e.g. Road Infrastructure and periodic reporting to Council will address outstanding debt and debt servicing.

Council will review, at least annually, its forward projections for cash reserves, borrowings and major capital funding and all decisions to undertake borrowings will take into account the projected cash reserves with a view to internally sourcing the loan where practicable and appropriate.

Where the Council raises funds from new borrowings, the funds will only be used for the purpose for which the loan was raised, or, where the Council anticipated raising a loan for a specific purpose, and used money from other sources for that purpose, to reimburse that source unless the Council by resolution determines otherwise.

If a borrowing is undertaken and the final project cost is less than budget, resulting in unexpended loan funds, these funds may be reallocated to eligible projects by resolution of Council subject to gaining any necessary approvals. If unexpended loan funds are not reallocated they will be placed in reserve until such time as a suitable use of the funds is identified.

Where a loan was raised by Council to obtain an asset and the loan has not been repaid when the asset is sold, the Council will first apply the proceeds of the sale to the repayment of the loan source unless the Council by resolution determines otherwise.

Additional factors to be considered when Council is considering new borrowings will include:

- appropriate types of financial institutions and the obtainment of funds on a competitive basis having regard for minimising the net interest costs associated with borrowing over the longer term and consideration of the structure of any proposed loan (e.g. fixed or variable interest);
- interest rate and other risks (e.g. liquidity risks and investment credit risks);
- repayment of debt as quickly as possible subject to overall budgetary constraints;
- maximum term for all loans to be set at a level commensurate with the expected length of time a benefit would be derived from the resulting asset and evaluated on a case by case basis but not normally exceeding twenty (20) years;

- maximum term for small loans (<\$5 million) to be set at five (5) to ten (10) years with consideration given to whether such borrowings can be funded from existing cash reserves;
- repayment of borrowings to occur bi-annually or more frequently if this results in significant interest savings;
- where borrowing from an existing cash reserve occurs in lieu of external financing, the reserve will be repaid at a comparative market interest rate and term on commencement of the borrowing and in line with this policy;
- the impact of and alternatives to debt, including special rates and charges;
- Where the borrowings are for commercial purposes, consideration will be given as to whether the return on the investment can service the debt redemption, including consideration of community service obligations;
- the affordability of proposals having regard to the council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities and Interest Cover ratios) and the ability of ratepayers to meet the proposed debt servicing obligations.

### **Debt Servicing Ratio**

Debt repayment is a long-term commitment of revenue flows. Both the current and future revenue and expenditure patterns of Council must be considered when establishing debt repayment levels in any year.

When undertaking any expansionary borrowing strategy, of primary importance is the ability to service debt from current revenues – both now and in the future. There must be an ability to fund from recurrent revenues (and not from borrowings) all ongoing recurrent expenditures associated with maintaining existing levels of service (including the value of the asset base) and current levels of debt service, before increased levels of debt are undertaken.

The Debt Servicing Ratio at any time will be dependent on whether Council at that time is adopting:

- a strategy of growth with its supporting infrastructure, technological upgrade or capital intensification of services, or;
- alternatively, maintaining the status quo in the provision of services to the community.

An increasing Debt Servicing Ratio shall only coincide with the growth or expansion in the levels of asset infrastructure, technological upgrade or the capital intensification of programs which reduce other costs of these programs.

During periods when Council is primarily maintaining existing levels of asset infrastructure and services, the Debt Servicing Ratio should not increase, but be seen to fall over time in the interests of equity for future ratepayers.

### **Link to Strategic Plan**

Where Council has adopted strategic targets for financial ratios including those pertaining to debt servicing obligations in the Evolving Darwin Strategic Plan in line with:

- Goal 7: Demonstrate Effective, Open and Responsible Governance

All financing decisions will be subject to maintaining all relevant financial ratios and measures within adopted targets.

### **Impact of Internal Borrowings**

When evaluating the impact of financing decisions on Council's operations, the impact of all borrowings, whether internal or external, will be taken into consideration.

## **5 Legislation, terminology and references**

Part 10.3 of the Local Government Act sets out the requirements for Council borrowing, with borrowing defined as obtaining 'any form of financial accommodation' (Section 122).

Other than for an overdraft of less than 2% of the Council's total revenue income for the preceding financial year obtained for a term of less than two months and transactions classified as of a 'minor nature' borrowing requires Ministerial approval (Section 123). Borrowings of up to \$200,000 **in total** do not require Ministerial approval.

The Minister has also issued mandatory Guidelines (29/06/2008) pursuant to S258 of the Local Government Act which require a Council to have a Borrowing Policy before any borrowing takes place.

## **6 Implementation and delegation**

The Local Government Act prohibits the Council delegating powers to officers for borrowing money.

## 7 Evaluation and review

This Policy should be evaluated on the basis that there has been compliance with the

- Policy, and;
- Local Government Act and Ministerial guidelines

in relation to any future loans.

Title: *Borrowing Policy*  
Policy No: *023*  
Adopted By: *Council*  
Next Review Date: *11/05/2018*  
Responsibility: *General Manager Corporate Services*  
Document Number:

Version	Decision Number	Adoption Date	History
1	20\2772	11/05/2010	Adopted
2		30/05/2014	Awaiting
3			
4			

## 1 Policy Summary

The policy sets forth the particular circumstances under which Council will use debt as a source of funds and principles to be applied in relation to borrowing.

## 2 Policy Objectives

- To ensure the sound management of Council's existing and future debt.
- To clearly state the set of circumstances which should exist when Council is considering the use of debt to fund projects.
- To provide guidance as to the information that must be taken into consideration when Council is considering the use of debt.
- Compliance with legislation including regulations and any Ministerial requirements issued.

## 3 Background

Borrowing can be an appropriate source of funds for local government. However, the use of debt is only appropriate if certain circumstances apply and the Council has a responsibility to ratepayers to employ the funds raised from new borrowings in an efficient and productive manner.

Debt funding may be appropriate in the following circumstances:

- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works, or;

- to upgrade obsolete technology; or to intensify the capital base of Council so as to reduce the ongoing cost of operating programs.
- there are no other available sources of funding
- the Council is satisfied it can manage the risk and meet the debt repayments in the context of financial sustainability

Debt is not a productive or equitable use of Council resources when used as a substitute for current revenue in maintaining or replacing the existing levels of asset infrastructure, or for covering, whether directly or indirectly, the cost of interest on debt. Debt should not be used for these purposes.

#### 4 Policy Statement

An advantage of external debt funding is that it can assist the principle of equity between present and future ratepayers. This principle will be considered by Council in all decisions to raise new borrowings; it requires that adequate repayment of outstanding debt is spread equitably over time.

External borrowings will be limited to the funding of significant items of capital expenditure

- whose life is expected to exceed the term of any loans borrowed;
- which cannot be funded from other sources within the context of financial sustainability

Items to be funded by new borrowings will be identified in the Municipal Plan and Budget for the year in which the funds are proposed to be borrowed, thus undergoing a period of public consultation when the draft Municipal Plan and Budget is released for public comment. This condition may be waived in circumstances where an emergency or urgent situation required the use of borrowings and those borrowings complied with all other policy conditions.

For financial management purposes debt will be carried in the accounts in accordance generally accepted accounting practice.

Council will review, at least annually, its forward projections for cash reserves, borrowings and major capital funding and all decisions to undertake borrowings will take into account the projected cash reserves with a view to internally funding the capital expenditure where practicable and appropriate.

Council will decide whether the internal funding of capital expenditure should be by way of internal loan or simply an injection of available funds after considering what it believes would be in the best interests of the City.



Where the Council raises funds from new borrowings, the funds will normally only be used for the purpose for which the loan was raised. Where due to circumstances it is no longer appropriate to use the loan for the original purpose the Council will ensure it complies with all legal requirements for changing that purpose and will advise the Department of Local Government of its intention to do so prior to any decision.

Unexpended loan funds will be placed in a reserve until such time as a suitable use of the funds is identified.

Where a loan was raised by Council to obtain an asset and the loan has not been repaid when the asset is sold, the Council will first apply the proceeds of the sale to the repayment of the loan source where there is no penalty for early repayment. If there is a penalty for early repayment the Council may by resolution determine not to repay based on the costs and benefits.

Additional factors to be considered when Council is considering new borrowings will include:

- appropriate types of financial institutions and the obtainment of funds on a competitive basis via the contracts section of Council having regard for minimising the net interest costs associated with borrowing over the longer term and consideration of the structure of any proposed loan (e.g. fixed or variable interest);
- interest rate and other risks (e.g. liquidity risks and investment credit risks);
- repayment of debt to be not longer than the weighted average estimated useful lives of the related assets purchased or 20 years whichever is the lesser.
- repayment of borrowings to occur at least bi-annually or more frequently (consideration of quarterly repayments is encouraged)
- where borrowing from an existing cash reserve occurs in lieu of external financing, the reserve Council will consider the appropriateness of repayment at the opportunity cost to Council of the funds utilised (eg competitive investment interest rates) however this consideration will not preclude the use of higher rates (eg external debt rates) or lower rates or interest free internal borrowing and flexible repayment terms not exceeding the life of the assets funded.
- the impact of and alternatives to debt, including special rates and charges;
- Where the borrowings are for commercial purposes, consideration will be given as to whether the return on the investment can service the debt redemption (after consideration of community service obligations and any other objectives); and

- the affordability of proposals having regard to the council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities and Interest Cover ratios) and the ability of ratepayers to meet the proposed debt servicing obligations.

### **Debt Servicing Ratio**

Debt repayment is a long-term commitment of revenue flows. Both the current and future revenue and expenditure patterns of Council must be considered when establishing debt repayment levels in any year.

When undertaking any expansionary borrowing strategy, of primary importance is the ability to service debt from current revenues – both now and in the future. There must be an ability to fund from recurrent revenues (and not from borrowings) all ongoing recurrent expenditures associated with maintaining existing levels of service (including the value of the asset base) and current levels of debt service, before increased levels of debt are undertaken.

The Debt Servicing Ratio at any time will be dependent on whether Council at that time is adopting:

- a strategy of growth with its supporting infrastructure, technological upgrade or capital intensification of services, or;
- alternatively, maintaining the status quo in the provision of services to the community.

An increasing Debt Servicing Ratio should be demonstrated to be financially sustainable (for example through the long term financial plan)

During periods when Council is primarily maintaining existing levels of asset infrastructure and services, the Debt Servicing Ratio should not increase, but be seen to fall over time in the interests of equity for future ratepayers.

### **Link to Strategic Plan**

Where Council has adopted strategic targets for financial ratios including those pertaining to debt servicing obligations in the Evolving Darwin Strategic Plan in line with:

- Goal 7: Demonstrate Effective, Open and Responsible Governance

All financing decisions will be subject to maintaining all relevant financial ratios and measures within adopted targets.

### **Impact of Internal Borrowings**

When evaluating the impact of financing decisions on Council's operations, the impact of all borrowings, whether internal or external, will be taken into consideration.

## 5 Legislation, terminology and references

Part 10.3 of the Local Government Act sets out the requirements for Council borrowing, with borrowing defined as obtaining 'any form of financial accommodation' (Section 122).

Other than for an overdraft of less than 2% of the Council's total revenue income for the preceding financial year obtained for a term of less than two months and transactions classified as of a 'minor nature' borrowing requires Ministerial approval (Section 123). Borrowings of up to \$200,000 **in total** do not require Ministerial approval.

The Minister has also issued mandatory Guidelines (29/06/2008) pursuant to S258 of the Local Government Act which require a Council to have a Borrowing Policy before any borrowing takes place.

## 6 Implementation and delegation

The Local Government Act prohibits the Council delegating powers to officers for borrowing money.

## 7 Evaluation and review

This Policy should be evaluated on the basis that there has been compliance with the

- Policy, and;
- Legislation

in relation to any future loans.

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE

AGENDA ITEM: 8.9

### GREEN INFORMATION TECHNOLOGY POLICY

REPORT No.: 14A0119 RI:jm

COMMON No.: 2830149

DATE: 23/07/2014

**Presenter:** Information Technology Manager, Richard Iap

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

#### **PURPOSE**

The purpose of this report is to recommend that Council endorse and adopt the Green Information Technology Policy.

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

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

#### **Goal**

3 Environmentally Sustainable City

#### **Outcome**

3.1 Council's carbon footprint reduced

#### **Key Strategies**

3.1.1-Reduce Council's greenhouse gas emissions

#### **KEY ISSUES**

- As part of the City of Darwin's Climate Change Action Plan 2011-2020, Council is required to develop a Green IT Policy, to reduce its energy and waste usage.

#### **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- THAT Report Number 14A0119 RI:jm entitled Green Information Technology Policy, be received and noted.
- THAT Council endorse and adopt the Green Information Technology Policy (**Attachment A**) in report number 14A0119 RI:jm entitled Green Information Technology Policy.

PAGE: 2  
REPORT NUMBER: 14A0119 RI:jm  
SUBJECT: GREEN INFORMATION TECHNOLOGY POLICY

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## **BACKGROUND**

As part of the Climate Change Action Plan 2011-2020, the Information Technology section has produced a Green Information Technology Policy.

The Climate Change Action Plan 2011-2020 identifies strategies for Council to reduce its carbon footprint. The developed Green Information Technology Policy achieves initiatives identified in section 4.7 Energy, of the Climate Change Action Plan 2011-2020.

## **DISCUSSION**

Council is committed to implementation of the Climate Change Action Plan 2011-2020. The Green Information Technology policy is to ensure that the design, procurement, use and disposal of Information Technology systems including computers, servers, monitors, printers, storage devices, networking and communication components and consumables are completed in an economically and environmentally sustainable manner.

The Green Information Technology Policy formalises current work processes as well as best practice used by the Information Technology section to ensure sustainability of Information Technology systems.

## **CONSULTATION PROCESS**

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

- Manager Climate Change & Environment

## **POLICY IMPLICATIONS**

The Green Information Technology Policy achieves initiatives detailed in the Climate Change Action Plan 2011-2020.

## **BUDGET AND RESOURCE IMPLICATIONS**

The implementation of the Green Information Technology policy requires no additional expenditure as it aligns with current operational expenditure.

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

Nil.

## **ENVIRONMENTAL IMPLICATIONS**

Greenhouse gas emissions and overall energy usage will be reduced.

Waste from consumables, hardware and packaging are recycled where possible to prevent them ending up in landfill.

PAGE: 3  
REPORT NUMBER: 14A0119 RI:jm  
SUBJECT: GREEN INFORMATION TECHNOLOGY POLICY

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

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

**RICHARD IAP**  
**INFORMATION TECHNOLOGY**  
**MANAGER**

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

For enquiries, please contact Richard Iap on 89300611 or email:  
[r.iap@darwin.nt.gov.au](mailto:r.iap@darwin.nt.gov.au).

#### **Attachments:**

**Attachment A:** Green Information Technology Policy

**TITLE:** Green Information Technology Policy

**POLICY NUMBER:**

**ADOPTED BY:**

**NEXT REVIEW DATE:**

**RESPONSIBILITY:** MANAGER INFORMATION TECHNOLOGY

**DOCUMENT NUMBER:** 2830149

Version	Decision Number	Adoption Date	History
1	14A0119		
2			
3			

## 1 Policy Summary

The City of Darwin (hereafter Council) is committed to ensuring that the design, procurement, use and disposal of Information Technology (IT) systems including computers, servers, monitors, printers, storage devices, networking & communication systems, components and consumables are completed in an economically and environmentally sustainable manner.

## 2 Policy Objectives

The purpose of this policy is to ensure the sustainability of all IT systems during the product lifecycle from system design, procurement, use and disposal.

## 3 Background

Council recognises the need for environmental sustainability to be built into the decision making process for procurement, use and disposal of all IT hardware and software.

#### 4 Policy Statement

- Council procures hardware and software to meet the needs of the organisation in a cost effective and efficient manner whilst integrating the element of environmental sustainability into the decision making process.
- Replacement of Council's desktop infrastructure (desktop computers and laptops) occurs every four years to ensure Council is utilising up to date and energy efficient technology whilst still meeting the required business needs. Support and maintenance warranties are purchased for the full projected life of the desktop infrastructure to reduce Council's need to purchase additional items in the event of equipment failure.
- Replacement of Council's data centre infrastructure (server and network communication equipment) occurs every five years to ensure Council is utilising up to date and energy efficient server and network communication technology whilst still meeting the required business needs. Support and maintenance warranties are purchased for the full projected life of the data centre infrastructure to protect Council in the event of equipment failure and ensure availability of IT systems and for risk management purposes.
- Council encourages all IT desktop infrastructure (desktop computers and laptops) to be shut down at the end of each day, and has facilitated the installation of eco switches on all desktop infrastructure (desktop computers and laptops) to also reduce standby power. Eco switches reduce greenhouse gas emissions, result in cost savings for Council, and bring awareness to sustainability within the organisation.
- Council will continue its implementation and use of virtualisation technologies to minimise physical IT infrastructure whilst also reducing power and cooling consumption.
- Council is reducing its carbon footprint with the implementation of remote access software that enables staff to access network systems offsite, as well as providing teleconferencing and web streaming facilities.
- Council will continue to implement actions to ensure sustainability of print devices. Centralised, energy efficient multifunction print devices are located within Council buildings. Printer default settings are set for duplex printing, and 100% recycled paper is used.



- Council configures procured data centre infrastructure (servers and network communication hardware) to be energy and performance efficient, and to take advantage of the improved energy efficient technology.
- Council utilises appropriate cooling systems within the data centre that is deliberately run at an energy efficient level to reduce greenhouse gas emissions.
- Council continually works with vendors in relation to the recycling of toners, other printer consumables and mobile phones to have a reduced impact on the environment.
- Council encourages the appropriate disposal of IT hardware that guarantees data security.
- Waste from the product packaging we deploy is recycled where possible.

## **5 Legislation, terminology and references**

City of Darwin Climate Change Policy 2011-2020 and action plan.

## **6 Implementation and delegation**

Implementation of the Green IT Policy sits with the Information Technology section whilst governance of the Green IT Policy sits with the General Manager of Corporate Services.

## **7 Evaluation and review**

Evaluation of this policy will be undertaken by the Information Technology section in consultation with the Climate Change and Environment section of Council, to align with reviews of the Climate Change Policy action plan.

ENCL: CORPORATE AND ECONOMIC  
 YES DEVELOPMENT COMMITTEE/OPEN

AGENDA ITEM: 8.10

### PRIVACY & CONFIDENTIALITY POLICY

REPORT No.: 14A0113 DLEE:jm COMMON No.: 2811003

DATE: 23/07/2014

**Presenter:** Risk and Occupational Health and Safety Team Leader, Tony Simons

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

#### **PURPOSE**

The purpose of this report is to present to Council the new Privacy & Confidentiality Policy for adoption.

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

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

#### **Goal**

5 Effective and Responsible Governance

#### **Outcome**

5.3 Good governance

#### **Key Strategies**

5.3.3 Understand and manage Council's risk exposure

#### **KEY ISSUES**

- Council has an existing Privacy Policy that addresses requirements under the Information Act for the disclosure of information under freedom of information requests;
- the Local Government Act requires Councils to have a Privacy Policy protecting elected members and Council staff from undue intrusion into their private affairs; and
- City of Darwin does not have such a policy in place currently.

PAGE: 2  
REPORT NUMBER: 14A0113 DLEE:jm  
SUBJECT: PRIVACY AND CONFIDENTIALITY POLICY

---

## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 14A0113 DLEE:jm entitled Privacy & Confidentiality Policy, be received and noted.
- B. THAT the Privacy & Confidentiality Policy at **Attachment A** to report number 14A0113 DLEE:jm be adopted.

## **BACKGROUND**

The Local Government Act requires Council to have a Privacy Policy protecting elected members and Council staff from undue intrusion into their private affairs.

## **DISCUSSION**

Elected members must, out of necessity for the conduct of their duties, have access to certain information relating to the business affairs of Council. This access does not extend to personal and private information of employees.

Likewise, in the conduct of their administrative duties, staff have access to certain personal and private information relating to elected members.

This policy ensures that Council meets its obligations under the Local Government Act in relation to protection of privacy of personal information for elected members and staff.

## **CONSULTATION PROCESS**

This report was considered by the Chief Officers Group on 16 June 2014 and is now referred to the Corporate and Economic Development Committee for consideration.

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

- Chief Officers Group who endorsed the Privacy & Confidentiality Policy 16 June 2014.

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

- The Department of Local Government.

## **POLICY IMPLICATIONS**

This is a new Council Policy.

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### **BUDGET AND RESOURCE IMPLICATIONS**

Nil.

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

Understand and manage Council's risk exposure and ensure compliance with legislation.

### **ENVIRONMENTAL IMPLICATIONS**

Nil.

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

I the Author and Approving Officer declare that I do not have a Conflict of Interest in relation to this matter.

**TONY SIMONS**  
**RISK AND OCCUPATIONAL**  
**HEALTH AND SAFETY TEAM**  
**LEADER**

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

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

#### **Attachments:**

**Attachment A:** Privacy & Confidentiality Policy

**TITLE:** Privacy & Confidentiality Policy

**POLICY NUMBER:** Policy Number

**ADOPTED BY:** Chief Officers Group

**NEXT REVIEW DATE:** 30/05/2016

**RESPONSIBILITY:** Chief Executive Officer

**DOCUMENT NUMBER:** *(NUMBER TO BE ADDED BY MSO – REMOVE THIS TEXT)*

Version	Decision Number	Adoption Date	History
1			
2			

## 1 POLICY SUMMARY

The Local Government Act prescribes that a council must have a privacy policy protecting members and staff of the council from undue intrusion into their private affairs.

The Local Government Act and the Elected Members' Code of Conduct further prescribe that a member of the council has no power to direct or control staff, or to interfere with the management of staff.

## 2 POLICY OBJECTIVES

This policy ensures that the provisions of the Local Government Act and the Elected Members' Code of Conduct are effectively implemented within City of Darwin (Council).

## 3 APPLICABILITY

This policy applies to all employees and the Elected Members of the City of Darwin.

## 4 LEGISLATION, TERMINOLOGY AND REFERENCES

### 4.1 Referenced Legislation and Documents

- The Local Government Act 2013
- The Privacy Act 1988 (Commonwealth)
- City of Darwin Code of Conduct for Elected Members
- Darwin City Council Certified Agreement 2011

## 4.2 Definitions

**Act (the):** means the Local Government Act

**Certified Agreement:** means the Darwin City Council Certified Agreement 2011

**Code of Conduct:** means the two approved City of Darwin Codes of Conduct as they apply to employees and the Elected Members

**Council:** means the City of Darwin

**Employee:** means any person employed by the City of Darwin as a contracted employee, salaried person, wages recipient, casual employee or volunteer

**Employee record:** (Privacy Act) in relation to an employee, means a record of personal information relating to the employment of the employee. Examples of personal information relating to the employment of the employee are health information about the employee and personal information about all or any of the following:

- a. the engagement, training, disciplining or resignation of the employee;
- b. the termination of the employment of the employee;
- c. the terms and conditions of employment of the employee;
- d. the employee's personal and emergency contact details;
- e. the employee's performance or conduct;
- f. the employee's hours of employment;
- g. the employee's salary or wages;
- h. the employee's membership of a professional or trade association;
- i. the employee's trade union membership;
- j. the employee's recreation, long service, sick, personal, maternity or other leave;
- k. the employee's taxation, banking or superannuation affairs.

## 5 POLICY STATEMENT

### 5.1 Requirements of Elected Members

Elected members are required to comply with the provisions of the Local Government Act, Privacy Act (Cwlth) and the Elected Members' Code of Conduct.

Elected Members must of necessity, for the conduct of their official duties, have access to certain information relating to the business affairs and operations of Council.

Elected Members may also be provided with generic information relating to:

- Council's internal policies for training, terms and conditions of employment; and disciplinary procedures;

- Council's spread of working hours;
- Remuneration rates as they apply to position classification levels;
- The identity of trade unions representing Council employees;
- General leave provisions offered as conditions of employment;
- Conflict of interest declarations as they apply to employees where such conflicts impact on Council policy or decisions

Elected Members will not be provided with, nor shall they seek access to, information defined as an employee record.

## **5.2 Requirements of Employees**

Elected Members are entitled to receive certain allowances as prescribed in the Local Government Act.

Payment of these allowances is administered by employees of Council's Financial Services business unit and approved by employees of the Office of the Chief Executive Officer.

Employees are forbidden from disclosing any financial or personal information obtained relating to the processing and payment of Elected Members' allowances.

Failure to comply with this policy will result in disciplinary action being taken in accordance with the Certified Agreement and Code of Conduct.

## **6 IMPLEMENTATION AND DELEGATION**

The Chief Executive Officer is responsible for the adoption, implementation and administration of this policy.

## **7 EVALUATION AND REVIEW**

This policy will be reviewed every four years.

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN

AGENDA ITEM: 8.11

**PUBLIC INTEREST DISCLOSURE POLICY - NEW POLICY**

REPORT No.: 14A0060 DLEE:jm COMMON No.: 1723187

DATE: 23/07/2014

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

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

**PURPOSE**

The purpose of this report is to present a Public Interest Disclosure (Whistleblower) policy and an updated complementary Complaints Handling and Review of Decisions Policy to Council for consideration.

**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**

5.3.2 Display contemporary leadership and management practices

**KEY ISSUES**

- Under the Public Interest Disclosure Act (PIDA) the Commissioner may issue guidelines around how agencies, including local government, manage public interest disclosures; and
- This policy is designed to implement the Public Interest Disclosure Act 2008 within the City of Darwin and does not replace existing Council complaint and grievance processes. The policy is to be followed by an employee or a member of the public who elects to make a disclosure of alleged corrupt or improper conduct and seeks protection under the Act.
- Council has an existing Complaints Handling Policy and Review of Decisions (Policy No. 026) which is due for review.
- Policy No. 026 has been revised to separate policy statements from procedural elements and to complement the proposed Public Interest Disclosure Policy.



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 REPORT NUMBER: 14A0060 DLEE;jm  
 SUBJECT: PUBLIC INTEREST DISCLOSURE POLICY - NEW POLICY

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## **RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 14A0060 DLEE;jm entitled Public Interest Disclosure Policy - New Policy, be received and noted.
- B. THAT the Public Interest Disclosure Policy as at **Attachment A** to report 14A0060 DLEE;jm be adopted.
- C. THAT the revised Policy No. 026 Complaints Handling and Review of Decisions at **Attachment B** to report 14A0060 DLEE;jm be adopted.

## **BACKGROUND**

In 2010 the Chief Officers Group recommended that the City of Darwin Policy No. 167 – Whistleblower Policy be withdrawn; subsequently the Policy was rescinded at Council:

### **Withdrawal of Council's Whistleblower Policy**

*Report No. 10A0004 (15/01/10) Common No. 1723187*

- A. *THAT Report Number 10A0004 entitled, Withdrawal of Council's Whistleblower Policy, be received and noted.*
- B. *THAT the Whistleblower Policy contained in Policy No. 167, be rescinded.*

DECISION NO.20\2483

(23/02/10)

Carried: General Consent

## **DISCUSSION**

### **Public Interest Disclosure Policy**

The Public Interest Disclosure Act 2008 came into effect on 31 July 2009. This Act provides for the investigation of allegations of improper conduct by public officers and/or public bodies, and protection from retribution to persons who make these disclosures. The Act makes disclosure of the identity of a whistleblower and undertaking action detrimental to a whistleblower, a criminal offence.

Following the introduction of the Act, Council withdrew its previous whistleblower policy.

Council's original whistleblower policy was developed prior to the introduction of the Public Interest Disclosure Act. Since the introduction of the Act, the Public Interest Disclosure Commissioner has issued guidelines for agencies on how to implement the Act.

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The attached policy included (**Attachment A**) is based on existing third party policies developed under the Public Interest Disclosure Act, taking into account the Commissioner's guidelines.

### **Complaints Handling and Review of Decisions Policy**

From time to time the City of Darwin will receive complaints regarding the behaviour of individuals or the performance of Council which, due to their nature, are not seen as 'Customer Action Requests' (which relate more specifically to service requests or works issues).

Complaints may come from members of the public, Elected Members or external agencies such as the Ombudsman. They may relate to a range of issues, from minor matters to serious allegations of misconduct such as fraud.

The policy (**Attachment B**) is intended to be a public document that clearly explains Council's position on complaints handling.

The procedure (**Attachment C**) will be an internal document that provides clear direction of the processes to be followed in the management of complaints.

The current Policy No. 026 Complaints Handling & Review of Decisions is at **Attachment D**.

### **CONSULTATION PROCESS**

This report was considered by the Chief Officer's Group on 2 July 2014 and now referred to Corporate and Economic Development Committee for consideration.

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

- Employee Relations Manager
- Executive Manager
- Manager Strategy and Outcomes
- Risk and OHS Advisor

### **POLICY IMPLICATIONS**

Council rescinded a previous policy on this matter which has left a void in the link between Council procedures and the Public Interest Disclosure Act.

This policy complements City of Darwin Policy 026 - Complaints Handling and Review of Decisions.

Complaints that do not fall within the scope of the PIDA are dealt with under Policy No.026.

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### **BUDGET AND RESOURCE IMPLICATIONS**

There will be internal resource implications in ensuring all staff are made aware of the policy.

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

Council is bound by the Public Interest Disclosure Act and needs a policy framework to ensure staff are aware of requirements.

### **ENVIRONMENTAL IMPLICATIONS**

Nil

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

I the Author and Approving Officer declare that I do not have a Conflict of Interest in relation to this matter.

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

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

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

#### **Attachments:**

- Attachment A:** Public Interest Disclosure Policy
- Attachment B:** Complaints Handling and Review of Decisions – policy review
- Attachment C:** Complaints Handling and Review of Decisions – procedure review
- Attachment D:** Policy No. 026 Complaints Handling and Review of Decisions

**TITLE:** Public Interest Disclosure Policy

**POLICY NUMBER:** Policy Number

**ADOPTED BY:** Chief Officers Group

**NEXT REVIEW DATE:** 30/05/2016

**RESPONSIBILITY:** General Manager Corporate Services

**DOCUMENT NUMBER:** *(NUMBER TO BE ADDED BY MSO – REMOVE THIS TEXT)*

Version	Decision Number	Adoption Date	History
1			
2			
3			

## 1 POLICY SUMMARY

The Public Interest Disclosure Act 2008 came into effect on 31 July 2009. This Act provides for the investigation of allegations of improper conduct by public officers and/or public bodies, and makes provision for the protection from retribution to persons who make these disclosures.

The Act makes it a criminal offence to disclose of the identity of a person or persons reporting alleged improper conduct and also to undertake action detrimental that person or persons.

The Act prescribes specific procedures that must be followed to protect persons reporting alleged improper conduct.

In 2010 the Chief Officers Group recommended that the City of Darwin Policy No. 167 – Whistleblower Policy be withdrawn; subsequently the Policy was rescinded by Council on 23 February 2010.

Council's original whistleblower policy was developed prior to the introduction of the Public Interest Disclosure Act. Since the introduction of the Act the Public Interest Disclosure Commissioner has issued guidelines for agencies on how to implement the Act.

## 2 POLICY OBJECTIVES

This policy ensures that the provisions of the Public Interest Disclosure Act 2008 are effectively implemented within City of Darwin (Council).

This policy does not replace existing Council grievance processes.

This policy applies to all Council employees regardless of the status of their employment and is to be followed by an employee or a member of the public who elects to make a disclosure of alleged improper conduct and seeks protection under the Act.

## 3 BACKGROUND

The Public Interest Disclosure Act 2008 came into effect on 31 July 2009.

## 4 APPLICABILITY

This policy applies to all employees and the Elected Members of the City of Darwin.

## 5 LEGISLATION, TERMINOLOGY AND REFERENCES

### 5.1 Definitions

**Act (the):** means the Public Interest Disclosure Act 2008 and regulations thereto

**Award (the):** means the City of Darwin Certified Agreement 2011

**Code of Conduct:** means the approved City of Darwin Codes of Conduct as the apply to employees and the Elected Members

**Delegate:** means the person authorised by the Chief Officers Group to receive reports of alleged improper conduct (currently the Chief Executive Officer and the Manager Employee Relations)

**Employee:** means any person employed by or working for the City of Darwin, either as a salaried officer, wages recipient, volunteer or Elected Member

**Commissioner:** means the Commissioner for Public Interest Disclosure

**Council:** means the City of Darwin

### **Improper Conduct** (as defined in Section 5 of the Public Interest Disclosure Act)

- a. if the conduct involves one or more of the following and constitutes a criminal offence or, if engaged in by a public officer, constitutes reasonable grounds for terminating the services of the public officer:
  - (i) seeking or accepting a bribe or other improper inducement;
  - (ii) any other form of dishonesty;
  - (iii) inappropriate bias;
  - (iv) a breach of public trust;
  - (v) misuse of confidential information; or
  
- b. the conduct involves one or more of the following (whether or not the conduct constitutes a criminal offence or, if engaged in by a public officer, reasonable grounds for terminating the services of the public officer):
  - (i) substantial misuse or mismanagement of public resources;
  - (ii) substantial risk to public health or safety;
  - (iii) substantial risk to the environment; or
  - (iv) substantial maladministration that specifically, substantially and adversely affects someone's interests.

The following acts also constitute improper conduct:

- (i) unauthorised removal of Council assets, both tangible and intangible;
- (ii) altering mandated tender processes to ensure a contract is awarded to a favoured applicant;
- (iii) inappropriate use of position to obtain goods or services;
- (iv) an act of reprisal; or
- (v) a conspiracy or attempt to engage in improper conduct that constitutes a criminal offence.

### **5.2 Referenced Documents**

- Public Interest Disclosure Act 2008 (NT)
- Public Interest Disclosure Regulations
- Public Interest Disclosure Guidelines
- City of Darwin - Code of Conduct
- City of Darwin – Fraud Policy

## 6 POLICY STATEMENT

Disclosures which are made in good faith will be taken seriously by Council and prompt action will be taken to address any alleged improper conduct.

Council will take every care to keep the identity of any person making a disclosure confidential, subject to any legal requirements that are imposed on Council to disclose information.

All disclosures made under this policy must be made to either :

- the Chief Executive Officer of the City of Darwin; or
- the Manager Employee Relations; or
- the Commissioner for Public Interest Disclosures.

Reporting alleged improper conduct to persons other than the above named, including the media, **will not be** protected under the Act.

Harassment, intimidation or other reprisal action against a person who discloses alleged improper conduct will not be tolerated and action will be taken in accordance with the Act and with Council's code of conduct against persons who indulge in harassment, intimidation or reprisal action.

### **6.1 Procedures for Reporting Improper Conduct**

#### **Reporting Internally**

Any employee can make a confidential report directly to Council's authorised delegate (either the Chief Executive Officer or the Manager Employee Relations).

The Manager Employee Relations (MER) is independent of executive management and will act as the primary support person for the person making a disclosure. Following initial discussion, the MER may arrange for the person to meet with the Chief Executive Officer.

Employees may elect to report alleged improper conduct directly to the Chief Executive Officer.

Reports can be made verbally, in writing, by telephone, by email

Reports can be made anonymously.

### **6.2 Reporting to the Commissioner for Public Interest Disclosures**

An employee is not required to make a disclosure internally; they may elect to report alleged improper conduct externally.

In these circumstances they must contact the **Office of the Commission for Public Interest Disclosures** by telephone **1800 250 918**; in person at the Commissioner's Offices; or by email [blowthewhistle@nt.gov.au](mailto:blowthewhistle@nt.gov.au)

Comprehensive information regarding disclosure and the role and powers of the Commissioner is available on the PID website: [www.blowthewhistle.nt.gov.au](http://www.blowthewhistle.nt.gov.au)

### **6.3 Council Response to a Disclosure of Alleged Improper Conduct**

On receipt of a disclosure, Council's Delegate will assess whether the disclosure has been made in accordance with Part 2 of the Act and so constitutes a public interest disclosure.

If the disclosure has been made in accordance with Part 2 of the Act, the Delegate must report the matter to the Commissioner for Public Interest Disclosures within 14 days of receipt of the disclosure.

If the Delegate determines that the disclosure should not be dealt with under the Act, the person who made the disclosure will be notified and advised why that decision was made.

In the event that the person who made the disclosure believes that the decision is incorrect, they may choose to make a disclosure directly to the Commissioner.

### **6.4 Public Interest Disclosure Investigations**

If a matter has been referred to the Commissioner by the Council Delegate, or a disclosure has been made directly to the Commissioner, PID investigators will assess the allegations against the definition of improper conduct prescribed in the Act.

Any person who has made a disclosure may be asked to provide additional information to the Commissioner or may be asked to attend for an interview, which is undertaken under oath.

Requests from the Commissioner cannot be refused and it is an offence to provide false or misleading information to the Commissioner.

Although the person who made the disclosure will not be entitled to know the specifics of the investigation (such as who was interviewed and what was said), they will be kept informed on its overall progress (wherever possible), in addition to any findings and recommendations made by the Commissioner.

At the completion of the investigation, if the Commissioner is contemplating making a report adverse to the interests of any person, that person will be made aware of the nature of the allegation, given the chance to respond and their point of view will be fairly represented in the final report.



The final report can contain recommendations for change within the department. These changes could relate to policies and procedures and would be designed to prevent the recurrence of improper conduct. If these recommendations are not complied with, the report is presented to the Minister, and must be tabled.

### **6.5 Employees who are the Subject of Disclosures**

Where PID investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

Council will give its full support to a person who is the subject of a disclosure where the allegations contained in the disclosure are clearly wrong or unsubstantiated.

If the matter has been publicly disclosed, the Chief Executive Officer will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

Council will follow the strategies outlined in the PID Guidelines to ensure that Whistleblower protections are in place.

## **7 IMPLEMENTATION AND DELEGATION**

The Chief Officers Group is responsible for the adoption and implementation of this policy.

The Chief Executive Officer is responsible for the administration of this policy.

General Manager Corporate Services is responsible for implementation of this policy by making available the Manager Employee Relations to act as an independent support officer.

## **8 EVALUATION AND REVIEW**

This policy will be reviewed every four years.

**Title: COMPLAINTS HANDLINGS AND REVIEW OF DECISIONS**

Policy No: 026

Adopted By: Council

Next Review Date: 30/06/2018

Responsibility: Chief Executive Officer

Document Number: 2118296

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

## 1 POLICY SUMMARY

From time to time the City of Darwin will receive complaints regarding the behaviour of individuals or the performance of Council which, due to their nature, are not seen as "Customer Action Requests" (which relate more specifically to service requests or works issues).

Complaints may come from members of the public, Elected Members or external agencies such as the Ombudsman. They may relate to a range of issues, from minor matters to serious allegations of misconduct.

### 1.1 Reviewable Decisions

In some circumstances a review of an administrative decision made by Council may be sought.

Section 229 of the Local Government Act requires Council to establish an Administrative Review Committee to review 'reviewable decisions' as defined by Section 227 of that Act.

For matters relating to reviews of administrative decisions refer to Policy '*Meetings, Meeting Procedures and Committees*' for the establishment and membership of the Administrative Review Committee.

## 2 POLICY OBJECTIVES

This policy establishes the framework for handling complaints received about the behaviour of individuals or the performance of Council. A complaint may relate to an Elected Member, a Council employee, volunteer worker or Council contractor.

The policy defines the means by which Council will handle complaints in a responsive way and to use the defined complaint mechanism as an opportunity to improve organisational processes and decision making resulting in improved administrative practices and enhanced customer satisfaction.

This policy does not derogate from a complainant’s entitlement to lodge a complaint under public interest disclosure legislation, to the Ombudsman or the Department of Local Government and Regions.

### 3 DEFINITIONS

**Act (the):** means the Local Government Act

**Code of Conduct:** means City of Darwin codes of conduct as they apply to staff and elected members

**Complaint:** means feedback received in person, by telephone, in writing, by facsimile transmission, or by email relating to the behaviour of staff or the performance of Council in its administrative duties

**Council:** means the City of Darwin and its employees

**EDRMS:** means Council’s electronic document records management system

**ECM:** means “Enterprise Content Management” (Council’s approved EDRMS)

**Reviewable decision: (Section 227 of the Local Government Act)** is a decision or order made by a council, or an officer of a council, that is designated as reviewable by the Act (or a by-law under the Act); or by resolution of the council.

**Unreasonable complainant:** means a person who displays unreasonable conduct

**Unreasonable conduct:** means is any behaviour by a current or former complainant which, because of its nature or frequency, raises health, safety, resource or equity issues for Council and includes:

- unreasonable persistence with the complaint;
- making unreasonable demands;
- failing to provide reasonable cooperation;
- presenting unreasonable arguments; and
- displaying unreasonable behaviours.

**Unreasonable persistence:** means an unwillingness or inability to accept reasonable and logical explanations; pursuing and exhausting all available review options when not warranted; demanding a review simply because it is available

**Unreasonable demands:** means insisting on outcomes that are not possible or appropriate in the circumstances; issuing instructions and making demands about how their complain should have been handled

**Unreasonable lack of cooperation:** means providing little or no detail to support a complaint; withholding information or presenting information in an adhoc manner; withholding information, acting dishonestly, misquoting others

**Unreasonable arguments:** means arguments that are false, inflammatory or defamatory; fail to follow a logical sequence; not supported by evidence or based on theories

**Unreasonable behaviours:** means undertaking harassment, acts of aggression, verbal abuse, derogatory, racist, defamatory remarks, rude, confronting and threatening correspondence

## 4 POLICY STATEMENT

### 4.1 Complaints Overview

Any person may lodge a complaint.

Complaints may be made in person, in writing, by telephone, by facsimile transmission, or by email.

Complaints may be lodged directly to Council; to an Elected Member; or through the Ombudsman, Commissioner for Public Disclosure or other external agency.

Complainants may choose to remain anonymous.

Complainants have a right to make a complaint and expect that they will be afforded a fair and impartial assessment of their complaint

Council will ensure that it :

- applies the principles of natural justice and procedural fairness;
- deals with complaints impartially;
- handles complaints confidentially;
- is open about the process;
- keeps complainants advised of progress; and
- gives complainants the opportunity to respond and to seek internal review.

All complainants will be afforded the entitlements as set out in Appendix A to this Policy.

### 4.2 Complaint Management Process

City of Darwin will manage complaints under the following principles:<sup>1</sup>

- A complaint will be acknowledged promptly;
- The complaint will be assessed and assigned priority;
- If investigation is required, it will be planned;
- The investigation will resolve factual issues and consider options for complaint resolution;
- The response to the complainant will be clear and informative;
- If the complainant is not satisfied with the response, internal review of the decision will be offered and information about external review options provided; and
- Any systemic issues that arise as a result of the complaint will be considered and acted on.

<sup>1</sup> Commonwealth Ombudsman's Better Practise Guide for Complaint Handling

#### 4.3 **Unreasonable Complainant Conduct**

Should a complainant refuse to accept decisions relating to their complaints and as a consequence become aggressive or verbally abusive, threaten violence, make unnecessary and excessive phone calls and emails, and excessive demands on time and Council resources, they will be defined as being an ‘unreasonable complainant’.

The complainant will be notified of that conclusion and recorded as an “unreasonable complainant” for future reference.

#### 4.4 **Review of Complaints**

A complainant who feels dissatisfied with the outcome of an investigation may seek to have the matter reviewed.

Complainants are entitled to one appeal of a decision in relation to their original complaint.

This entitlement exists in addition to any legislative entitlement in relation to a review of a ‘reviewable decision’ as defined in the Local Government Act.

The Chief Executive Officer will appoint a panel of officers to conduct the review. Persons appointed to the review panel shall not have been involved in managing the original complaint.

At the conclusion of an investigation the complainant will be advised of the outcome of their appeal by letter signed by the Chief Executive Officer.

If a complainant continues to be dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman.

#### 4.5 **Reviewable Decisions**

This Policy does not prescribe processes to manage requests to review ‘reviewable decisions’. Reviews will be undertaken in accordance with Section 229 of the Local Government Act and Council Policy 043, ‘Meetings, Meeting Procedures and Committees’.

#### 4.6 **Notification to Council for Discrimination and Industrial Relations**

The Chief Executive Officer shall advise Council as soon as reasonably possible of any complaints from:

- the Anti-Discrimination Commission;
- Commissioner for Public Interest Disclosures (where so authorised);
- Fair Work Australia;
- The Commissioner of Police (where so authorised); and
- The NT Ombudsman.

Notification of complaint and advice of the commencement of investigation will be sufficient for Council’s needs in these matters.

#### 4.7 **Cooperation with External Investigators**

All staff will provide the fullest co-operation to all authorised external investigators during the conduct of investigation into complaints against Council.

#### 4.8 **Complaints Analysis (Process Improvement)**

The number and nature of complaints received may give a good indication of the extent to which an organisation is performing its role and information arising from complaints may indicate problems with an organisation's services, how it delivers its services or a need to improve how complaints are handled.

Annual reports will be provided to the Chief Officers Group on the number and nature of complaints received.

### **5 REFERENCE LEGISLATION and DOCUMENTS**

- Local Government Act
- City of Darwin Policy 043 - 'Meetings, Meeting Procedures and Committees'
- City of Darwin Policy – 'Privacy & Confidentiality'
- City of Darwin Employees Code of Conduct
- City of Darwin Members Code of Conduct
- Commonwealth Ombudsman – 'Better Practise Guide to Managing Unreasonable Complainant Behaviour'

### **6 IMPLEMENTATION AND DELEGATION**

The Chief Executive Officer is responsible for the adoption, implementation and administration of this policy.

### **7 EVALUATION AND REVIEW**

This policy will be reviewed every four years.

## APPENDIX A

### **Individual Rights and Mutual Responsibilities of the Parties to a Complaint**

In order for Council to ensure that all complaints are dealt with fairly, efficiently and effectively and that duty of care obligations and safety standards are adhered to, the following rights and responsibilities must be observed and respected by all of the parties to a complaint process.

#### **1. Individual Entitlements**

##### **1.1 Complainants have the right:**

- to make a complaint and to express their opinions in ways that are reasonable, lawful and consistent with this policy;
- to a reasonable explanation of Council's complaints procedure, including details of the confidentiality and privacy rights that apply;
- to a fair and impartial assessment and, where deemed appropriate in accordance with this policy, an investigation of their complaint based on the merits of the case presented;
- to a fair hearing;
- to a timely response;
- to be informed in at least general terms about the actions taken and outcome of their complaint;
- to be given reasons that explain decisions affecting them;
- to at least one right of review of the decision on the complaint;
- to be treated with courtesy and respect; and
- to communicate valid concerns and views without fear of reprisal or other unreasonable response.

##### **1.2 The Chief Executive Officer has the right:**

- to determine whether, and how, a complaint will be dealt with;
- to finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances;
- to expect honesty, cooperation and reasonable assistance from complainants;
- to expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a complaint;
- to be treated with courtesy and respect; and
- to modify, cease or decline service (in accordance with policy) in response to unreasonable behaviour by a complainant.

### 1.3 Subjects of a complaint are entitled to :

- a fair and impartial assessment and, where appropriate, investigation of the allegations made against them;
- be treated with courtesy and respect by staff of Council;
- be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated;
- be informed about the substance of any proposed adverse comment or decision;
- be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made;
- be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them; and
- be protected from harassment by disgruntled complainants acting unreasonably.

## 2. **Mutual Responsibilities**

### 2.1 Complainants are responsible for:

- treating staff of Council with courtesy and respect;
- clearly identifying to the best of their ability the issues of complaint, or asking for help from the staff of Council to assist them in doing so;
- providing to the best of their ability all the relevant information available to them at the time of making the complaint;
- being honest in all communications with Council;
- informing the Council of any other action they have taken in relation to their complaint; and
- co-operating with staff who are assigned to deal with their complaint.

If complainants do not meet their responsibilities, Council may determine (in accordance with policy) the complainant to be an 'unreasonable complainant', which will result in limitations or conditions being placed upon a complainant's ability to communicate with staff or access certain services.

Council adopts a zero tolerance policy in relation to any harm, abuse or threats directed towards its staff.

Any conduct of this kind may result in a refusal to take any further action on a complaint or to have further dealings with the complainant.

Any conduct of a criminal nature will be reported to police and in certain cases legal action may also be considered.



## 2.2 Staff are responsible for:

- providing reasonable assistance to complainants who need help to make a complaint;
- providing reasonable assistance to complainants during the complaint process;
- dealing with all complaints, complainants and people or organisations the subject of complaint professionally, fairly and impartially;
- giving complainants or their advocates a reasonable opportunity to explain their complaint, subject to the circumstances of the case and the conduct of the complainant;
- giving people or organisations the subject of complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made;
- informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them<sup>16</sup> and the substance of any proposed adverse comment or decision that they may need to answer or address;
- keeping complainants informed of the actions taken and the outcome of their complaints;
- giving complainants reasons that are clear and appropriate to their circumstances and adequately explaining the basis of any decisions that affect them;
- treating complainants and any people the subject of complaint with courtesy and respect at all times and in all circumstances;
- taking all reasonable and practical steps to ensure that complainants<sup>19</sup> are not subjected to any detrimental action in reprisal for making their complaint; and
- giving adequate warning of the consequences of unacceptable behaviour.

If Council or its staff fails to comply with these responsibilities, complainants may escalate their complaint to the NT Ombudsman.

## 2.3 Subjects of a complaint are expected to :

- cooperate with the staff of City of Darwin who are assigned to handle the complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction;
- provide all relevant information in their possession to the City of Darwin or its authorised staff when required to do so by a properly authorised direction or notice;
- be honest in all communications with Council and its staff
- treat the staff of Council with courtesy and respect at all times and in all circumstances; and
- refrain from taking any detrimental action against the complainant in reprisal for them making the complaint.

If subjects of a complaint fail to comply with these expectations, action may be taken under relevant laws and/or codes of conduct.

#### 2.4 City of Darwin is responsible for:

- Ensuring an appropriate and effective complaint handling system in place for receiving, assessing, handling, recording and reviewing complaints;
- Making firm decisions about how complaints will be managed;
- ensuring that all complaints are dealt with professionally, fairly and impartially;
- ensuring that staff treat all parties to a complaint with courtesy and respect;
- ensuring that the assessment and investigation of a complaint is based on sound reasoning and logically probative information and evidence;
- finalising complaints on the basis of outcomes that Council considers to be satisfactory in the circumstances;
- implementing reasonable and appropriate policies and procedures to ensure that complainants are not subjected to any detrimental action in reprisal for making a complaint, including maintaining separate complaint files and other operational files relating to the issues raised by individuals who make complaints; and
- giving adequate consideration to any confidentiality, secrecy and/or privacy obligations or responsibilities that may arise in the handling of complaints and the conduct of investigations.

If Council fails to comply with these responsibilities, complainants may refer the matter to the NT Ombudsman.

**Title: COMPLAINTS HANDLINGS AND REVIEW OF DECISIONS**

Procedure No: 026

Adopted By: Chief Officers Group

Next Review Date: 30/06/2018

Responsibility: Chief Executive Officer

Document Number: 2118296

Version	Decision Number	Adoption Date	History
1			
2			
3			

## 1 PROCEDURE SUMMARY

From time to time the City of Darwin will receive complaints regarding the behaviour of individuals or the performance of Council which, due to their nature, are not seen as "Customer Action Requests" (which relate more specifically to service requests or works issues).

Complaints may come from members of the public, Elected Members or external agencies such as the Ombudsman. They may relate to a range of issues, from minor matters to serious allegations of misconduct such as fraud.

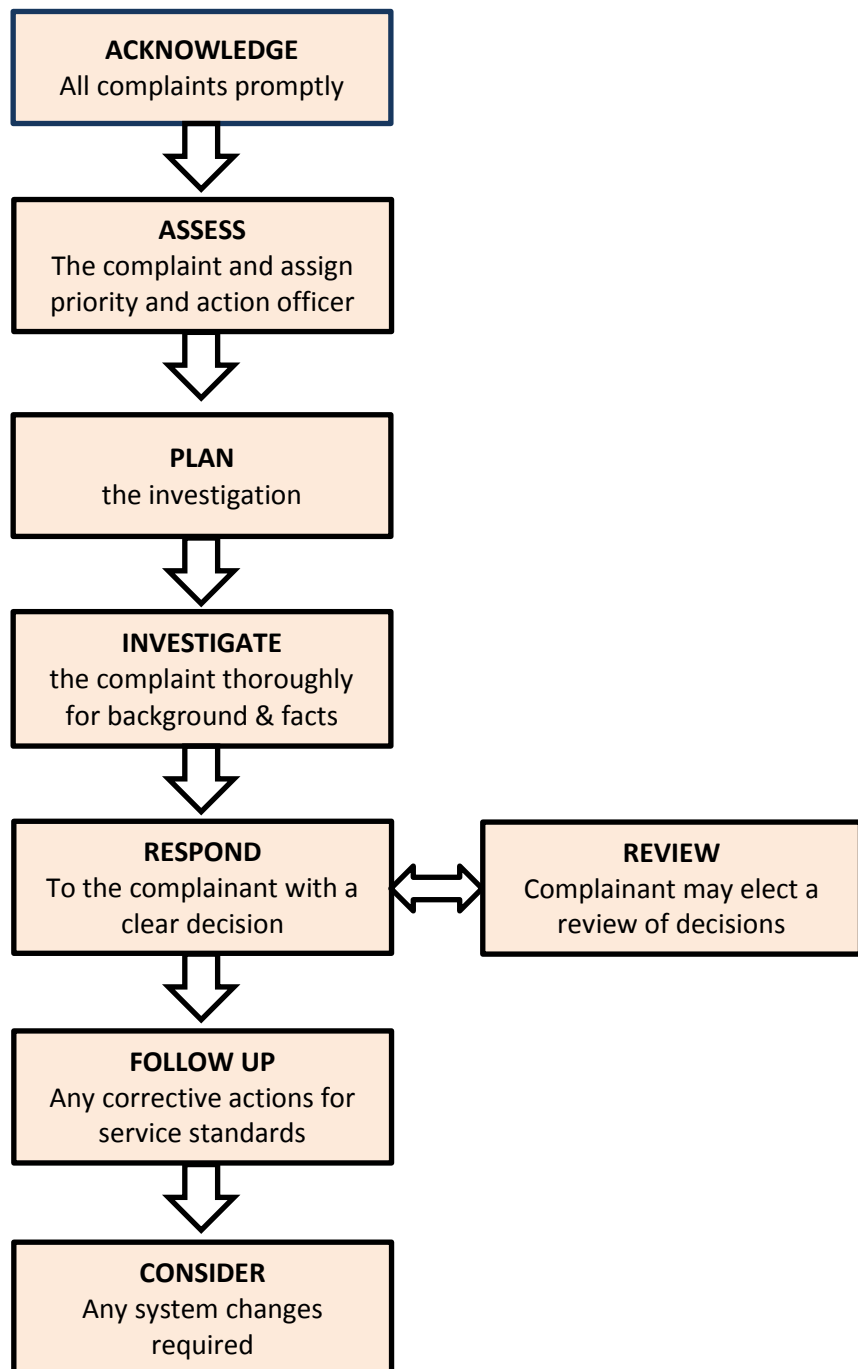
## 2 PROCEDURE OBJECTIVES

This procedure establishes the means by which Council will manage complaints received about the behaviour of individuals or the performance of Council.

This Procedure does not prescribe processes to manage requests to review 'reviewable decisions'. Reviews will be undertaken in accordance with Section 229 of the Local Government Act and Council Policy 043, 'Meetings, Meeting Procedures and Committees'.

## 3 COMPLAINT MANAGEMENT PROCESS

- Complaints will be acknowledged promptly;
- Complaints will be assessed and assigned;
- If investigation is required, it will be planned;
- The investigation will consider factual issues and options for complaint resolution;
- The response to the complainant will be clear and informative;
- If the complainant is not satisfied with the response, internal review of the decision will be offered and information about external review options provided;
- Any systemic issues that arise as a result of the complaint will be considered and acted on.



### **3.1 Acknowledge Complaints**

Complaints should formally be acknowledged at the earliest opportunity after they are received. In doing so the complainant should be assured that their complaint is receiving attention.

The acknowledgement will outline the complaint process, provide contact details and ideally the name of the contact person within Council who will be managing the complaint.

The complaint will also be provided with a copy of the “Individual Rights and Mutual Responsibilities” document (refer Appendix A to Policy).

Full details of the complaint will be recorded, and referred immediately to the General or Executive Manager (GM or EM) of the business unit to which the complaint relates.

Notification of complaint and advice of the commencement of investigation will be sufficient for Council's needs in these matters.

### **3.2 Assess Complaint**

It is important that an assessment of a complaint is undertaken promptly. This will assist in effective complaint handling by ensuring the most appropriate resources are allocated to the complaint and any subsequent investigation is appropriate for the nature and priority of the complaint.

The GM or EM of the Department or Office to which the complaint relates will assess the nature of the complaint and determine whether it does constitute a complaint for the purposes of the policy and this procedure.

Should it be determined that the matter is a genuine complaint it will be referred immediately to the Chief Executive Officer and entered on the Complaints Register held by the Chief Executive Officer pending initial enquiries.

Should it be determined that the matter has no basis, or is an unreasonable complaint, the complainant will be advised accordingly.

Details of complaints will also be entered into Council's electronic document records management system, with details entered under a restricted access subject folder if confidentiality is required. All complaints from the Commissioner for Public Interest Disclosures will be recorded in the confidential folder.

The Category Level of the complaint will be determined from the complaint management framework and referred to the Chief Executive Officer to appoint an Investigating Officer.

Complaints will be assessed and assigned priority using the following table.

Level	Source of Complaint	Nature of Complaint	Action Officer
1	Ombudsman, Commissioner for Public Interest , Commissioner of Police, other external agency	Various but generally to do with the administrative process of Council or investigations by external agencies	CEO
2	Members of the public, Elected Members or staff	Serious misconduct (i.e. fraud or theft)	CEO
3	Members of the public, Elected Members or staff	Misuse of Council equipment, conflict of interest	CEO
4	Various	Minor Behavioural matters	CEO

### 3.3 Planning

Some complaints received will be relatively straightforward and easily resolved without need for complex investigation. Others will be more complex and therefore will require formal investigation, and so preparation of an investigation is recommended.

A formal investigation plan will assist the investigator to focus attention on what is to be investigated. It should ensure that important matters are not overlooked; and that the investigation remains on scope.

A plan will also allow other officers to review the course of the investigation, particularly if the investigation needs to be assigned to another investigator or cannot be completed by the officer to whom the complaint was initially assigned

In preparing the plan, the following should be considered:

- Identify the exact nature of the complainant's issues and what resolution is being sought by the complainant;
- Identify whether the complainant's expectations are realistic;
- Clearly set out the scope of the investigation;
- List any additional information that will be required for the investigation and the sources from whom the information will need to be sourced;
- Clearly identify any confidentiality or privacy issues; and
- Set a time frame for investigation and resolution

### 3.4 Investigate Complaint

#### 3.4.1 Guidance

The investigation must ensure that the principles of natural justice are applied at all times.

The investigation process should have two outcomes:

- To bring the complaint to resolution by reaching a reasonable conclusion on the issues raised by the complainant; and
- To highlight any remedial or rectification action required to prevent similar complaints arising in the future

The investigation process should be transparent to all parties to the matter; it should embrace impartiality on the part of the investigator and ensure confidentiality is maintained throughout.

In conducting an investigation the officer should consider the requirements for complaint investigation prescribed by the Federal Attorney General's Administrative Review Council.

- A finding on a disputed factual matter must be based on evidence that is relevant and logically capable of supporting the finding—not on guesswork, preconceptions, suspicion or questionable assumptions;
- A written record should be kept of evidence that is provided orally;
- A complainant is not obliged to substantiate each fact or element in their complaint, although it is reasonable for the investigator to ask them to assist the investigation by providing documents they have or explaining things they know;
- The rules of evidence that apply in court proceedings do not apply to administrative investigation, and an investigator can use reliable information obtained from any source; and
- To accord natural justice, a complainant should be given an opportunity to comment on contrary information or claims from another source before a decision is made to dismiss the complaint.<sup>1</sup>

### 3.4.2 Process

The complaint will be subjected to immediate and timely investigation to establish the veracity of the complaint.

Initial investigations will be completed within 10 working days, and if not completed within that timeframe, the complainant must be informed of the reasons for delay.

The results of the initial investigation will be referred to the Chief Executive Officer for adjudication as to whether the matter requires further investigation and/or action.

Should the initial investigation indicate that the complaint has some substance, a more formal, comprehensive and detailed investigation will be undertaken and investigation should be completed within 30 days of commencing.

All records relating to complaints must be entered into ECM.

<sup>1</sup> Australian Government Attorney General Administrative Review Council

### **3.5 Respond to Complainant**

When the investigation is completed a formal notification will be provided to the complainant and any other parties to the matter.

The notification should inform all parties as to the extent of the investigation; what outcomes were achieved and what remedial action, if any, is proposed.

The notification should be set out in a style that the complainant can easily understand and should specifically address each of the issues or grievances raised by the complainant.

The complainant should also be advised of the process to be followed should they be dissatisfied with the outcome of the investigation.

### **3.6 Unreasonable Complainant Conduct**

Despite Council's best efforts to engage with complainants a small proportion of complainants may behave in ways that are deemed to be unreasonable, inappropriate and unacceptable.

Complainants may refuse to accept decisions relating to their complaints and as a consequence become aggressive or verbally abusive, threaten violence, make unnecessary and excessive phone calls and emails, and excessive demands on time and Council resources.

When complainants behave in these ways their conduct will be defined as being 'unreasonable'.

The normal complaint process will be followed to Step #4.

Should it then be concluded from investigations that a complaint is vexatious, malicious or nuisance in nature, then the complainant will be declared to be "unreasonable complainant" and notified of that conclusion.

The complainant will be recorded as an "unreasonable complainant" for future reference.



### **3.7 Complaints Analysis (Process Improvement)**

Annual reports will be provided to the Chief Officers Group on the number and nature of complaints received.

Reports will include the following:

- the number of complaints sorted by subject;
- notation of spikes in complaints;
- the geographical spread of complaints;
- the demographic background of complainants (individuals, businesses, community groups, advocacy groups); and
- notation of underlying issues to complaints that identify a weakness in Council's policies, processes or that involve individual integrity or reputation.

Any complaint received from the following organisations must be reported to Council by the Chief Executive Officer:

- the Anti-Discrimination Commission;
- Commissioner for Public Interest Disclosures (where so authorised);
- Fair Work Australia;
- The Commissioner of Police; and
- The NT Ombudsman.

## **4 REFERENCE LEGISLATION and DOCUMENTS**

- Local Government Act
- City of Darwin Policy 026 – 'Complaints Handling and Review of Decisions'
- City of Darwin Policy 043 - 'Meetings, Meeting Procedures and Committees'
- City of Darwin Policy – 'Privacy & Confidentiality'
- City of Darwin Employees Code of Conduct
- City of Darwin Members Code of Conduct
- Commonwealth Ombudsman – 'Better Practise Guide to Managing Complaints'
- Commonwealth Ombudsman – 'Better Practise Guide to Managing Unreasonable Complainant Behaviour'
- Federal Attorney General's Department Administrative Review Council – Better Practise Guides

## **5 IMPLEMENTATION AND DELEGATION**

The Chief Executive Officer is responsible for the adoption, implementation and administration of this procedure.

## **6 EVALUATION AND REVIEW**

This procedure will be reviewed every four years in conjunction with the governing Policy.

Title: *Complaints Handlings and Review of Decisions*

Policy No: *026*

Adopted By: *Council*

Next Review Date: *Refer' Policy and Procedure Framework'*

Responsibility: *Chief Executive Officer*

Document Number:

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

## 1 Policy Summary

The policy establishes a framework for handling complaints. It also addresses Council's policy concerning 'Reviewable Decisions' and the Council's expectations in relation to handling complaints from the Ombudsman, the Anti-Discrimination Commission, the Commissioner for Public Interest Disclosures and Fair Work Australia.

## 2 Policy Objectives

To handle complaints in a responsive way and to use the complaint mechanism as an opportunity to improve organisational processes and decision making resulting in improved administrative practices and enhanced customer satisfaction.

## 3 Background

From time to time, the Darwin City Council will receive complaints regarding the behaviour of individuals or the performance of Council, which due to their nature, are not seen as "Customer Action Requests" relating more specifically to service issues.

Complaints may come from the public, Elected Members or external agencies such as the Ombudsman. They may range from minor matters to serious misconduct such as fraud.

In some circumstances a review of an administrative decision may be sought and undertaken.

#### 4 Policy Statement

##### **Administrative Review Committee**

Refer 'Meetings, Meeting Procedures and Committees' Policy for the establishment and membership of the Administrative Review Committee.

##### **Dealing with Complaints**

In lodging a complaint a person may choose to do so by:

1. lodging a complaint with Council in accordance with Council procedures.
2. approaching the Ombudsman or other external agency.

For some matters (for example corrupt behaviour) a complainant may choose to remain anonymous and elect to make a complaint directly to the Commissioner for Public Interest Disclosures.

It will, however, be more common to receive complaints through the normal process. To assist in dealing with such complaints, the following framework shall apply. A complaint may relate to an Elected Member, Council employee or Council contractors.

##### **Complaint Framework**

Category Level	Source	Nature	Action Officer
1	Ombudsman, Commissioner for Public Interest Disclosures or other external agency	Various but generally to do with the administrative process of Council or investigations by external agencies	CEO
2	Members of the public, Elected Members or staff	Serious misconduct (i.e. fraud or theft)	CEO
3	Members of the public, Elected Members or staff	Misuse of Council equipment, Conflict of interest	CEO
4	Various	Minor Behavioural matters	CEO

##### **The Process**

- Step 1 Complaint will be recorded and referred to Chief Executive Officer. The initial noting might not be by DataWorks but by a less formal system to ensure confidentiality is maintained.

Complaints from the Ombudsman or from similar statutory agencies will be recorded in DataWorks. Complaints from the Commissioner for Public Interest Disclosures will be recorded in DataWorks unless the Commissioner determines otherwise. All other complaints will be recorded in a Complaints Register held by the Chief Executive Officer pending initial enquiries.

- Step 2 Determine the complaint level then Chief Executive Officer to appoint an investigating Officer.

### Level 1 and 2 Complaints

- Step 3 If a level 1 or 2 complaint is received, the matter shall be:-
- (i) acknowledged within five working days
  - (ii) the subject of initial and timely enquiries and evaluation to test the veracity of the complaint. If not, complete within 20 days, with complainant to be informed as to the reasons for delay.
- Step 4 The results of the enquiries will be referred to the Chief Executive Officer for adjudication as to whether the matter requires further investigation and/or action.

Should the initial enquiries indicate that the complaint has some substance, a more formal, comprehensive and detailed investigation will be undertaken.

This investigation should be completed within 30 days of commencing Step 4.

- Step 5 Complainant and respondent will be formally advised of the outcome and proposed action, if any.

### Level 3 and 4 Complaints

- Step 3 The complaint to be acknowledged and initial enquiries commenced. Results to be referred to Chief Executive Officer for adjudication as to whether the matter requires further investigation and/or action.
- Step 4 Further enquiries and investigation to be completed if necessary. Chief Executive Officer to make a further determination as to action.
- Step 5 Complainant and respondent to be notified of results within 45 days of the complaint being received.

#### **NOTE**

In conducting the investigation, the principles of natural justice and procedural fairness shall be applied at all times.

Vexatious And Malicious Complaints

Vexatious and malicious complaints may be received for various reasons from time to time.

Following an appropriate level of enquiry and investigation, if it is concluded, that a complaint is vexatious or malicious in nature, the complainant will be:

1. notified of that conclusion
2. recorded as a vexatious complainant for future reference.

Review

In relation to complaints regarding staff, a person who feels aggrieved by the outcome of an investigation may seek to have the matter reviewed. This is in addition to any legislative entitlement in relation to a review of a 'reviewable decision' as defined in the Local Government Act.

A review panel shall be appointed by the Chief Executive Officer and shall consist of:

- 1 General Manager
- 1 staff representative
- 1 external appointee

Discrimination And Industrial Relations

The Chief Executive Officer shall advise Council as soon as reasonably possible of any initial letters of complaint from the Anti-Discrimination Commission, Commissioner for Public Interest Disclosures (where authorised) and any complaints lodged with the Fair Work Australia.

Notification only of the commencement of investigation will be sufficient for Council's needs in these matters.

Ombudsman

The Chief Executive Officer and Department Heads will provide the fullest co-operation to the Ombudsman in the investigation of complaints against Council.

Reviewable Decisions

The following are prescribed by legislation as reviewable matters.

"227      Reviewable decisions

- (1) A **reviewable decision** is a decision or order made by a council, or an officer of a council, that is designated as reviewable:
  - (a) by this Act (or a by-law under this Act); or
  - (b) by resolution of the council.

*Note*

*The following are designated by this Act as reviewable:*

- (a) a decision by the council or a council committee to reject an application for correction of an entry in the assessment record (Section 154(6));*
- (b) a regulatory order (Section 196);*
- (c) a decision to refuse to suppress a person's name or address (or both) from publicly available material (Section 201(5))."*

The Council hereby resolves not to designate any decisions that are reviewable pursuant to Section 227(1)(b) of the Local Government Act 2008.

## **5 Legislation**

Section 229 of the Local Government Act requires Council to establish an Administrative Review Committee to review 'reviewable decisions' as defined by Section 227 of that Act.

ENCL: CORPORATE & ECONOMIC DEVELOPMENT  
 YES COMMITTEE/OPEN

AGENDA ITEM: 8.12

**POLICY NO. 012 - PLANT AND EQUIPMENT - UPDATE**

REPORT No.: 14A0070 DLEE:jm COMMON No.: 2078949

DATE: 23/07/2014

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

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

**PURPOSE**

The purpose of this report is to present Policy No. 012 – Plant and Equipment to Council for review and endorsement.

**LINK TO STRATEGIC PLAN**

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

**Goal**

5 Effective and Responsible Governance

**Outcome**

5.5 Responsible financial and asset management

**Key Strategies**

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

**KEY ISSUES**

- The Plant and Equipment Policy has been reviewed and amended to reflect some minor changes.

**RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- THAT Report Number 14A0070 DLEE:jm entitled City of Darwin Policy No. 012 - Plant and Equipment - Update, be received and noted.
- THAT Policy No. 012 – Plant and Equipment as amended (**Attachment B**) be adopted.

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REPORT NUMBER: 14A0070 DLEE:jm  
SUBJECT: CITY OF DARWIN POLICY NO. 012 - PLANT AND EQUIPMENT -  
UPDATE

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## **BACKGROUND**

Council first adopted a policy on plant and equipment in 1997 when it resolved that a register of all plant purchases and replacements made under delegated authority be kept. (Decision 17A1228 (25/02/97)).

In 2004 Council adopted the precursor to the current policy which was amended to include recommendations from a review undertaken by GHD Pty Ltd. The review incorporated benchmarking with industries and other local authorities and established a plant replacement cycle and set a minimum level for the plant replacement reserve.

In February 2010, as part of a complete review of all Council policies Council adopted the present Policy No. 012 – Plant and Equipment (**Attachment A**).

## **DISCUSSION**

Only minor amendments to the current policy are recommended as the policy continues to meet Council's requirements in this area.

Recommended changes are:

- page 2 - amend minimum reserve balance to be maintained from current \$250,000 to \$300,000 to reflect increasing costs of plant and equipment.
- Pages 3 – 7 dealing with the plant replacement cycle are removed and placed in an appendix (**Attachment C**) to be reviewed annually by the Chief Officers Group.

## **CONSULTATION PROCESS**

This report was considered by the Chief Officer's Group on 7 July 2014 and is now referred to Corporate and Economic Development Committee for consideration.

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

- Fleet Manager

## **POLICY IMPLICATIONS**

This report recommends minor revisions of Policy No. 012 Plant and Equipment. Policy No. 012 is implemented in conjunction with Policy 068 Green Fleet. It separates the policy elements from the annually reviewed table of replacement cycles.

## **BUDGET AND RESOURCE IMPLICATIONS**

Plant and vehicle replacement is funded from the plant replacement reserve. Revenue from sale of vehicles and plant is returned to this reserve.



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UPDATE

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

No particular implications arise from this report.

### **ENVIRONMENTAL IMPLICATIONS**

Council's green fleet policy provides guidance in reducing environmental impact through selection of energy efficient and hybrid or electric vehicles.

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

I the Author and Approving Officer declare that I do not have a Conflict of Interest in relation to this matter.

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

For enquiries, please contact Diana Leeder on 8930 0539 or email:  
[d.leeder@darwin.nt.gov.au](mailto:d.leeder@darwin.nt.gov.au).

#### **Attachments:**

- Attachment A:** City of Darwin Policy No. 012 - Plant and Equipment  
**Attachment B:** City of Darwin Policy No. 012 –Plant and Equipment (draft)  
**Attachment C:** Appendix 1 – Plant replacement cycle

Title: *Plant and Equipment*

Policy No: *012*

Adopted By: *Council*

Next Review Date: *23/02/2014*

Responsibility: *General Manager Corporate Services*

Document Number: *2118049*

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

## 1 Policy Summary

The Policy deals with the management of Council's Plant and Equipment and, in particular, replacement cycles, the operation of the Reserve fund established for that purpose and appropriate delegations.

## 2 Policy Objectives

To provide a framework for the appropriate management of Council owned plant and equipment.

## 3 Background

The Council will maintain a fleet of vehicles and other plant and equipment suitable for the provision of works and services proposed to be undertaken by the Council with hiring of external equipment as appropriate.

## 4 Policy Statement

### **Hire of Plant**

As a general rule Council does not hire out plant.

However, when approved by the General Manager Infrastructure, Council will hire out plant for particular activities to organisations where there is a general benefit to the Community.

Plant will only be hired out with a Council operator and there will be full cost recovery. (The hire rate will be Council's internal hire rates plus 15%).

### **Plant Replacement Reserve**

This part of the Policy should be read in conjunction with Council's Policy on funding reserves generally.

The Plant Replacement Reserve accumulates funds for future replacement of Council's existing plant. This reserve specifically includes transfers in and out relating to plant depreciation, plant disposals and purchases. Depreciation is calculated on the purchase price of the plant over its useful life therefore not catering for additional plant or upgrades in plant.

The following guidelines are recommended in these circumstances:-

- Additional plant requirements are to be identified and be separately funded during the budget process and reviews;
- Upgrades to plant (eg 1 tonne to 2 tonne ute), must be approved by the General Manager with -
  - Minor Upgrades <\$5,000 to be funded from the reserve;
  - Major Upgrades to be approved by Council and will require capital injection.

Funding can be either from reductions/savings in expenditure from the individual programs or be identified as a new capital project during the budget process. Once the source of funds has been identified the Plant Purchases Capital budget will be increased by that amount to fund the expenditure.

The minimum reserve balance to be maintained is \$250,000 this amount is considered appropriate to fund any emergency replacements and covers the replacement of the most expensive item of plant held by the Council.

### **Contract Positions**

Employment contracts, which include the provision of a vehicle, should be based on the current replacement policy for a vehicle of equivalent make, model and value. The overriding principle should be to attain the best value for Council. Any variations to the standard provisions of vehicles for Contract Positions must be approved in by the relevant General Managers or Chief Executive Officer in the case of General Managers. The Plant Manager is to be advised by the contracted officer's supervisor what variations to the normal policy are approved.

### **Policy on Replacement**

The following plant replacement cycle has been adopted and is based on discussions with the Plant Manager and recommendations from GHD review of Council's Plant & Vehicle Replacement Policy, which incorporated benchmarking with industries and other local authorities. This replacement policy was subsequently adopted by the Chief Officers Group.

Plant Class	Plant Description	Years	Km/Hrs	Annual Usage	
1	Sedan Luxury	3	60,000	20,000	(a)
2	Sedans, Wagons Medium	3	60,000	20,000	(a)
3	Hatch Backs, Small Sedans	3	60,000	20,000	(a)
4	Utilities 4 x 2	3	60,000	20,000	(a)
5	Vans	3	60,000	20,000	(a)
6	Utilities , Wagons 4x4	3	60,000	20,000	(a)
7	Motor cycle	3	30,000	10,000	(a)
8	Truck, up to two tonne	6	80,000	13,333	(a)
9	Truck Tipper< 6 tonne	6	100,000	16,667	(a)
10	Truck, Tipper, Dual cab < 6 Tonne	5	100,000	20,000	(a)
11	Truck, Tipper > 6 Tonne	6	100,000	16,667	(a)
12	Truck, Watering	10	100,000	10,000	(a)
13	Truck, Patching, Road Maintenance	6	100,000	16,667	(a)
14	Truck, Special Tray	7	100,000	14,286	(a)
15	Sweeper, Street	6	150,000	25,000	(a)
16	Backhoe, 2wd	5	5,000	1,000	(a)
17	Backhoe, 4wd	5	5,000	1,000	(a)
18	Grader, heavy	20	10,000	500	(a)
19	Loader, Bob Cat Articulated	5	5,000	1,000	(a)
20	Roller, Twin drum	10	5,000	500	(a)
21	Tractor, < \$20,000	10	5,000	500	(a)
22	Tractor, > \$20,000	10	5,000	500	(a)
23	Auger Veh Mounted	5	60,000	12,000	(a)
24	Mower, Ride on	4	3,000	750	(a)
25	Forklift	15	2,500	167	(a)
26	Woodchipper Small	5	5,000	1,000	(a)
27	Woodchipper Large	5	5,000	1,000	(a)
28	Elevated Work Platform (Towed)	15	10,000	667	(a)
29	Elevated Work Platform (Vehicle Mounted)	15	10,000	667	(a)
30	Trencher, self propelled < \$10,000	4	2,000	500	(a)
31	Trencher, self propelled > \$10,000	4	2,000	500	(a)
32	Mower Reach.	5			(b)
33	Slasher, Grass	5			(b)
34	Brush Cutter	5			(b)
35	Mower Self Propelled	5			(b)
36	Mower, Rover (small)	5			(b)
37	Mower, Victa ( 24 inch)	5			(b)
38	Chainsaw	5			(b)
39	Roller, Pedestrian	5			(b)
40	Trailer < \$1,000	10			(b)
41	Trailer > \$1,000	10			(b)

42	Trailer 4w < \$1,500	10			(b)
43	Trailer 4w \$1,500 to \$2499	10			(b)
44	Trailer 4w \$2,500 to \$10,000	15			(b)
45	Trailer 4w > \$10,000	15			(b)
46	Generator <\$1,000	5			(b)
47	Generator >\$1,000	5			(b)
48	Compressor < \$1,000	5			(b)
49	Compressor > \$1,000	5			(b)
50	Cleaner, Pressure	3			(b)
51	Mixer Concrete	5			(b)
52	Pump Water	5			(b)
53	Blower, Leaf	5			(b)
54	Sprayer, Mounted	5			(b)
55	Small Plant < \$1,000	5			(b)
56	Small Plant \$1,000 to \$2,999	5			(b)
57	Small Plant \$3,000 to \$5,999	5			(b)
58	Small Plant \$6,000 to \$9,999	5			(b)
59	Small Plant \$10,000 to \$14,999	5			(b)
60	Small Plant >15,000	5			(b)
61	Four wheel ATV	3	30,000	10,000	(a)
62	Stump Grinder > \$15,000	10			(b)
63	Areators > \$15,000	10			(b)

(a) Market driven

(b) Condition & one time repair = 60% x replacement cost

- Market Driven

- All plant (excluding small plant), should be reviewed at lease 12 months prior to the Recommended Replacement Cycle or if usage dictates an earlier review and consider the following:-

- New model releases
- Trade in values
- Maintenance Costs
- Local used car market
- Auction prices
- Increases in Replacement Cost

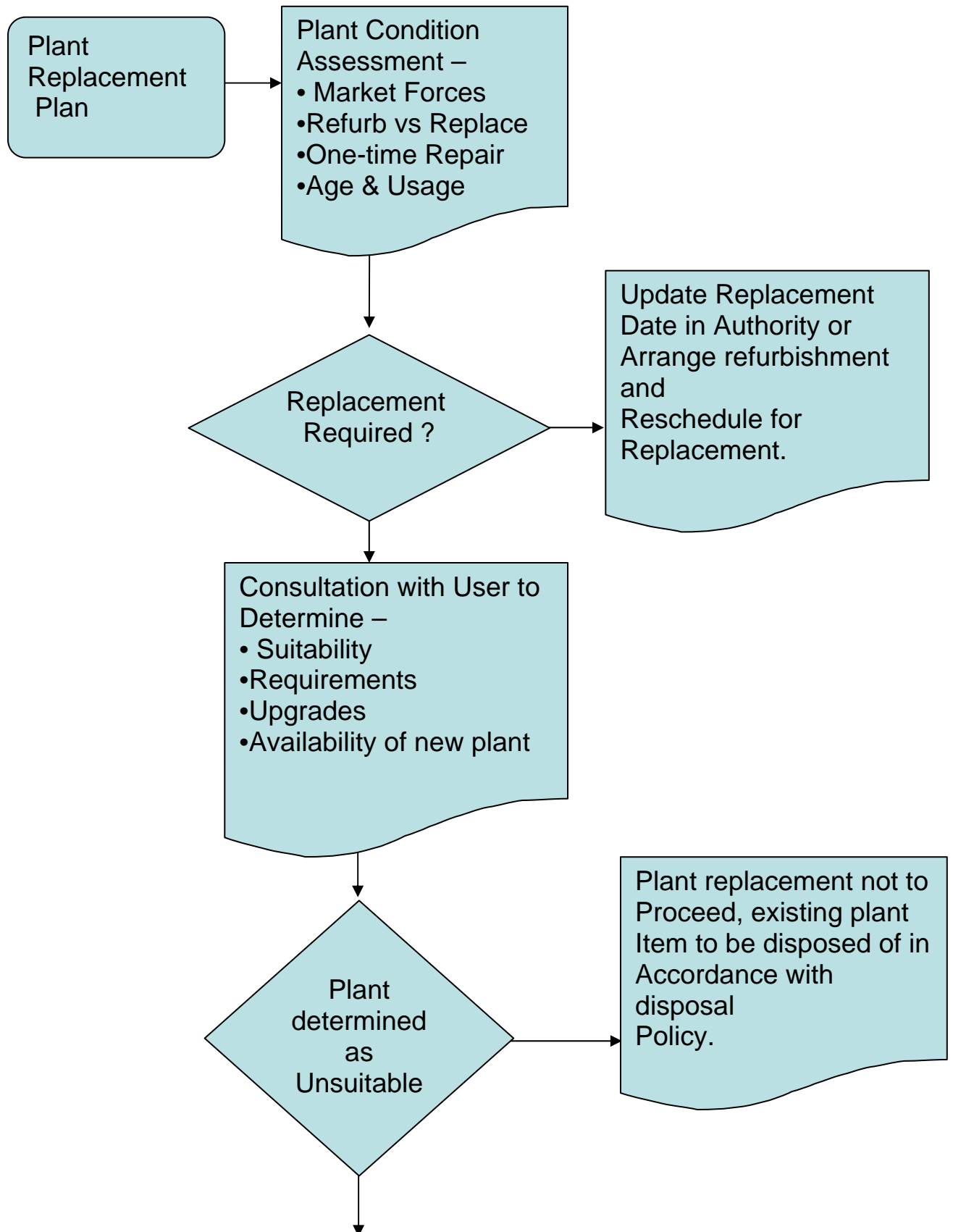
- The replacement policy of 60,000 or 3 years was based on common industry warranties, and is the maximum period for replacement, if market forces dictate a shorter time frame which is beneficial to Council, a recommendation from the Plant Manager is to be submitted to the General Manager Infrastructure for approval. (GHD Report, 2003)

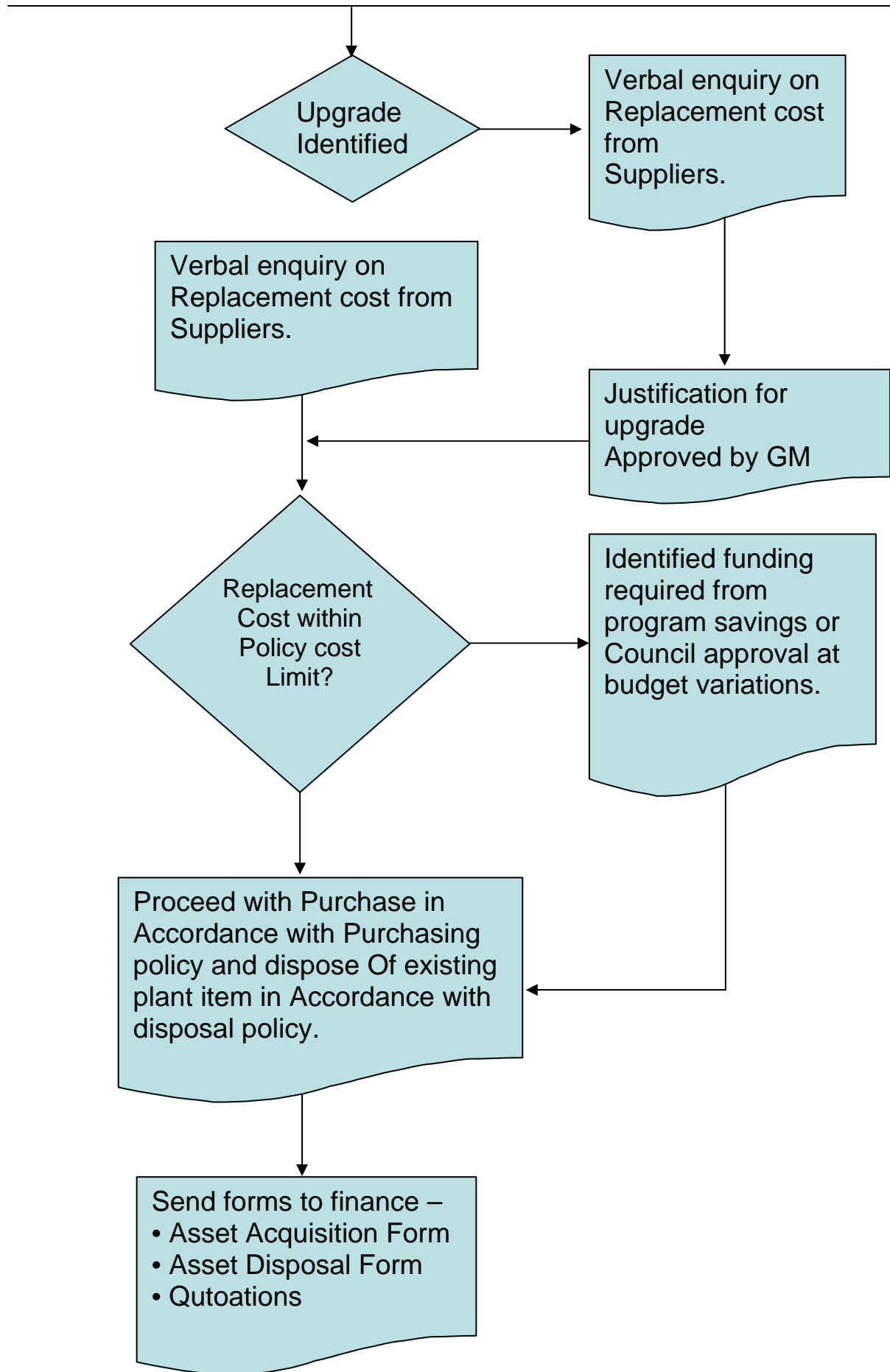
- Condition and One-time repair limit

- Plant identified in the table with the letter (b) are subject to replacement based on condition. They will be individually assessed and replaced where their one-time repair limit reaches 60% of replacement cost.

- 
- The replacement cycles are to be considered as a guide and plant and vehicles may be replaced earlier or later depending on (a) market forces, (b) condition and (c) requirements. The overriding objective is to ensure the maximum return and value for Council. The Plant Manager in consultation with the Section Head will review replacement cycles as outlined below on a case by case or class by class basis as part of Council's forward 10 year planning process and make appropriate recommendations to the General Manager Infrastructure for the replacement.
  - Ten Year Forward Replacement Plan
    - A ten year replacement program is condition based taking into consideration the above replacement cycle for each Plant Class and actual usage data. This replacement program determines the net transfer from reserve to fund the replacement of plant. The ten year replacement plan has been determined on the expected useful life of the plant based on usage as used in calculating the plant hire rates whilst also comparing this against the replacement policy. In accordance with Council decision No. 17/1228 (25/08/97) this forward replacement plan will be submitted annually to Council for consideration as part of the budget process.
  - Process for reviewing Plant Replacements
    - The following flowchart outlines the process for reviewing Plant Replacements within the annual replacement plan:-

### PROCESS FOR REVIEWING PLANT REPLACEMENTS







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## 5 Legislation, terminology and references

Nil

## 6 Implementation and delegation

The General Manager Corporate Services has delegated authority to:

- accept tenders or quotations for the purchase and replacement of plant machinery and vehicles subject to budget provisions;
- determine which items of plant, machinery and vehicles are to be offered as trade-ins or for sale and to dispose of plant that is surplus to Council's requirements and to determine the appropriate method of disposal;
- vary the replacement policy where individual plant assessments justify a net benefit to Council by maximising returns and value.

Title: *Plant and Equipment*

Policy No: *012*

Adopted By: *Council*

Next Review Date: *23/02/2014*

Responsibility: *General Manager Corporate Services*

Document Number: *2118049*

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

## 1 Policy Summary

The Policy deals with the management of Council's Plant and Equipment and, in particular, replacement cycles, the operation of the Reserve fund established for that purpose and appropriate delegations.

## 2 Policy Objectives

To provide a framework for the appropriate management of Council owned plant and equipment.

## 3 Background

The Council will maintain a fleet of vehicles and other plant and equipment suitable for the provision of works and services proposed to be undertaken by the Council with hiring of external equipment as appropriate.

## 4 Policy Statement

### **Hire of Plant**

As a general rule Council does not hire out plant.

However, when approved by the General Manager Infrastructure, Council will hire out plant for particular activities to organisations where there is a general benefit to the Community.

Plant will only be hired out with a Council operator and there will be full cost recovery (the hire rate will be Council's internal hire rates plus 15%).

### **Plant Replacement Reserve**

This part of the Policy should be read in conjunction with Council's Policy on funding reserves generally.

The Plant Replacement Reserve accumulates funds for future replacement of Council's existing plant. This reserve specifically includes transfers in and out relating to plant depreciation, plant disposals and purchases. Depreciation is calculated on the purchase price of the plant over its useful life therefore not catering for additional plant or upgrades in plant.

The following guidelines are recommended in these circumstances:-

- Additional plant requirements are to be identified and be separately funded during the budget process and reviews;
- Upgrades to plant (eg 1 tonne to 2 tonne ute), must be approved by the General Manager with -
  - Minor Upgrades <\$5,000 to be funded from the reserve;
  - Major Upgrades to be approved by Council and will require capital injection.

Funding can be either from reductions/savings in expenditure from the individual programs or be identified as a new capital project during the budget process. Once the source of funds has been identified the Plant Purchases Capital budget will be increased by that amount to fund the expenditure.

The minimum reserve balance to be maintained is \$300,000 this amount is considered appropriate to fund any emergency replacements and covers the replacement of the most expensive item of plant held by the Council.

### **Policy on Replacement**

Plant replacement is in accordance with the schedule at **Appendix A** and is annually reviewed by the Chief Officers Group. Where an employment contract includes a vehicle provision is based on the internal vehicle allocation policy.

## **5 Legislation, terminology and references**

Nil

## **6 Implementation and delegation**

The General Manager Corporate Services has delegated authority to:

- accept tenders or quotations for the purchase and replacement of plant machinery and vehicles subject to budget provisions;

- determine which items of plant, machinery and vehicles are to be offered as trade-ins or for sale and to dispose of plant that is surplus to Council's requirements and to determine the appropriate method of disposal;
- vary the replacement policy where individual plant assessments justify a net benefit to Council by maximising returns and value.

DRAFT

Plant Class	Plant Description	Years	Km/Hrs	Annual Usage	
1	Executive Vehicles	3	60,000	20,000	(a)
2	Sedans, Wagons Medium	3	60,000	20,000	(a)
3	Sedans Hybrid	3	60,000	20,000	(a)
4	Utilities 4 x 2	3	60,000	20,000	(a)
5	Vans	3	60,000	20,000	(a)
6	Utilities , Wagons 4x4	3	60,000	20,000	(a)
7	Motor cycles	5	30,000	10,000	(a)
8	Truck, up to two tonne	6	80,000	13,333	(a)
9	Truck Tipper < 6 tonne	6	100,000	16,667	(a)
10	Truck, Tipper, Dual cab < 6 Tonne	5	100,000	20,000	(a)
11	Truck, Tipper > 6 Tonne	6	100,000	16,667	(a)
12	Truck, Watering	10	100,000	10,000	(a)
13	Truck, Patching, Road Maintenance	10	200,000	16,667	(a)
14	Truck, Special Tray	7	100,000	14,286	(a)
15	Sweeper, Street	6	150,000	25,000	(a)
16	Backhoe, 2wd	5	5,000	1,000	(a)
17	Backhoe, 4wd	5	5,000	1,000	(a)
18	Grader, heavy	20	10,000	500	(a)
19	Loader, Bob Cat Articulated	5	5,000	1,000	(a)
20	Roller, Twin drum	10	5,000	500	(a)
21	Tractor, < \$20,000	10	5,000	500	(a)
22	Tractor, > \$20,000	10	5,000	500	(a)
23	Auger Veh Mounted	5	60,000	12,000	(a)
24	Mower, Ride on >50" Cut	10	3,000	750	(a)
25	Forklift	20	2,500	167	(a)
26	Woodchipper Small	5	5,000	1,000	(a)
27	Woodchipper Large	5	5,000	1,000	(a)
28	Elevated Work Platform (Towed)	8	10,000	667	(a)
29	Elevated Work Platform (Vehicle Mounted)	8	10,000	667	(a)
30	Trencher, self propelled < \$10,000	4	2,000	500	(a)
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(a) Market driven

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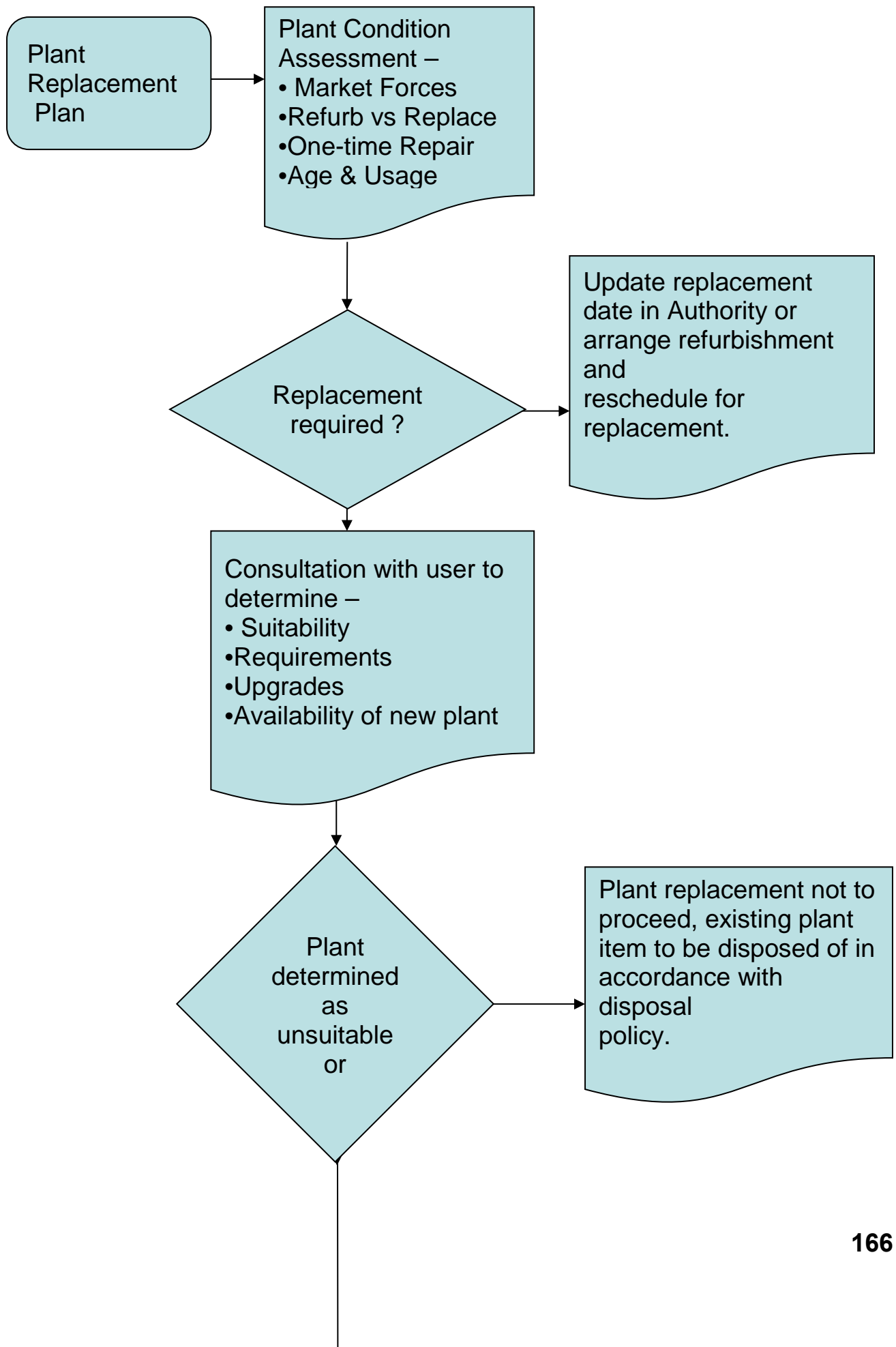
- All plant (excluding small plant), should be reviewed at least 12 months prior to the Recommended Replacement Cycle or if usage dictates an earlier review and consider the following:-
  - New model releases
  - Trade in values
  - Maintenance Costs
  - Local used car market
  - Auction prices
  - Increases in Replacement Cost
- The replacement policy of 60,000 or 3 years was based on common industry warranties, and is the maximum period for replacement, if market forces dictate a shorter time frame which is beneficial to Council, a recommendation from the Plant Manager is to be submitted to the General Manager Corporate Services for approval. (GHD Report, 2003).

- Condition and One-time repair limit

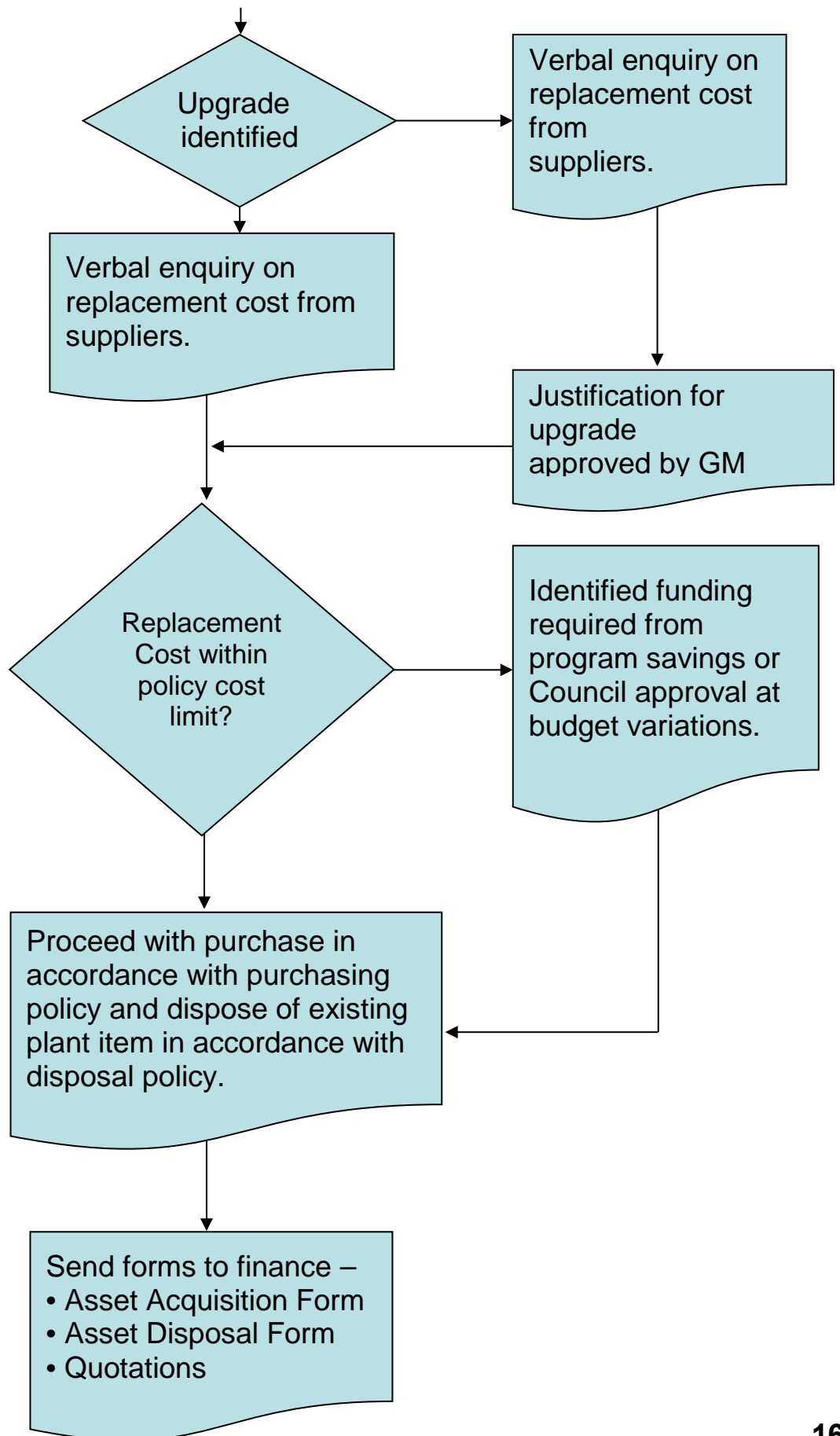
- Plant identified in the table with the letter (b) are subject to replacement based on condition. They will be individually assessed and replaced where their one-time repair limit reaches 60% of replacement cost.
- The replacement cycles are to be considered as a guide and plant and vehicles may be replaced earlier or later depending on (a) market forces, (b) condition and (c) requirements. The overriding objective is to ensure the maximum return and value for Council. The Plant Manager in

consultation with the Section Head will review replacement cycles as outlined below on a case by case or class by class basis as part of Council's forward 10 year planning process and make appropriate recommendations to the General Manager Infrastructure for the replacement.

- Ten Year Forward Replacement Plan
  - A ten year replacement program is condition based taking into consideration the above replacement cycle for each Plant Class and actual usage data. This replacement program determines the net transfer from reserve to fund the replacement of plant. The ten year replacement plan has been determined on the expected useful life of the plant based on usage as used in calculating the plant hire rates whilst also comparing this against the replacement policy. In accordance with Council decision No. 18/6244 (27/01/04) this forward replacement plan will be submitted annually to Council for consideration as part of the budget process.
  
- Process for reviewing Plant Replacements
  - The following flowchart outlines the process for reviewing Plant Replacements within the annual replacement plan:-

**PROCESS FOR REVIEWING PLANT REPLACEMENTS**





**OPEN SECTION**

PAGE

CORP07\5

Corporate & Economic Development Committee Meeting – Wednesday, 23 July 2014

**9. INFORMATION ITEMS****9.1 Open Risk Management & Audit Committee Meeting Minutes and Executive Summary from 23 May 2014**

Common No. 2659251

THAT the Committee resolve under delegated authority:-

- A. THAT Open Risk Management & Audit Committee Meeting Minutes from 23 May 2014, **Attachment A**, Document Number 2837084, be received and noted.
- B. THAT the Executive Summary from 23 May 2014, **Attachment B**, Document Number 2836741 be received and noted.

**CITY OF DARWIN****RISK MANAGEMENT & AUDIT COMMITTEE****FRIDAY, 23 MAY 2014**

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MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE MEETING HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 23 MAY 2014, COMMENCING AT 9:00 A.M.

PRESENT: Mr Iain Summers (Chairman); Member R K Elix; Member Robyn Lesley; Mr Craig Spencer.

OFFICERS: Chief Executive Officer, Mr Brendan Dowd; General Manager Corporate Services, Dr Diana Leeder; Risk & OHS Advisor, Mr Tony Simons; Finance Manager, Mr Miles Craighead; Executive Assistant Corporate Services, Mrs Nadia Smith.

APOLOGIES: Nil

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**\*\*\* INDEX \*\*\*****PAGE**

1. **MEETING DECLARED OPEN**
2. **APOLOGIES AND LEAVE OF ABSENCE**
3. **DECLARATION OF INTEREST OF MEMBERS AND STAFF**
4. **CONFIDENTIAL ITEMS**
5. **CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**
  - Friday, 7 March 2014
6. **BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**
  - 6.1 Business Arising

**7. INFORMATION ITEMS**

**8. ACTION ITEMS**

**9. OFFICERS REPORTS**

- 9.1 Report on Progress of the Internal Audit Plan .....
- 9.2 Progress Report on Control Self-Assessment .....
- 9.3 Audited Financial Statements for the year ended 30 June 2013 –  
Final Management Letter.....
- 9.4 Update on preparation for 2013/14 Audited Financial Statements .....
- 9.5 Outstanding Audit Issue No. 116 – Asset Management & Financial  
Sustainability Review.....
- 9.6 Outstanding Audit Issue No. 137 – Asset Management Plan .....

**10. GENERAL BUSINESS**

- 10.1 Review of Outstanding Audit Issues Register.....

**OPEN SECTION**

PAGE

AUD05\3

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**1. MEETING DECLARED OPEN**

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

**2. APOLOGIES AND LEAVE OF ABSENCE**

Nil

**3. DECLARATION OF INTEREST OF MEMBERS AND STAFF**

(Elix/Lesley)

COMMITTEE'S DECISION

**3.1 Declaration of Interest by Staff**

- A. THAT the Committee note that pursuant to Section 107 of the Local Government Act 2008, Tony Simons, declared a staff Conflict of Interest in relation to his appointment to the NT Department of Infrastructure Risk Management Committee.

DECISION NO.21\2235 (23/05/14)

Carried

*Craig Spencer arrived at 9.07am*

**4. CONFIDENTIAL ITEMS**

Nil

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

(Spencer/Elix)

COMMITTEE'S DECISION

- 5.1 THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 7 March, 2014, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\2236 (23/05/14)

Carried

**OPEN SECTION**

PAGE

AUD05\4

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**6. BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING****6.1 Business Arising**

- Internal audit plan – item 9.1
- Asset Management plan audit – item 9.5

**7. INFORMATION ITEMS**

Nil

**8. ACTION ITEMS**

Nil

**OPEN SECTION**

PAGE

AUD05\5

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**9. OFFICERS REPORTS****9.1 Report on the Progress of the Internal Audit Plan**

Report No. 14A0080 TS:ns (23/05/14) Common No. 1538677

(Elix/Lesley)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 14A0017 TS:ns entitled Report on the Progress of the Internal Audit Plan, be received and noted.
- B. THAT the Committee note the proposed internal audit plan for 2014 – 2016 as per **Attachment A** of Report Number 14A0017 TS:ns entitled Report on the Progress of the Internal Audit Plan.
- C. THAT future internal audit progress reports include an attachment identifying the Terms of Reference for each audit and the risks that they are addressing.
- D. THAT the Committee be provided with further information on how the proposed internal audit topics are determined with reference to the risk register, at the next meeting.

DECISION NO.21\2237 (23/05/14)

Carried

*The Committee meeting was adjourned at 10.20 a.m. to enable members to have a break.*

*The Committee meeting resumed at 10.30 a.m.*

**OPEN SECTION**

PAGE

AUD05\6

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014

**9. OFFICERS REPORTS****9.2 Progress Report on Control Self-Assessment**

Report No. 14A0081 TS:ns (23/05/14) Common No. 1536877

(Lesley/Spencer)

COMMITTEE'S DECISION

The Committee resolve under delegated authority:

THAT Report Number 14A0081 TS:ns entitled Progress Report on Control Self-Assessment, be received and noted.

DECISION NO.21\2238 (23/05/14)

Carried

*Miles Craighead arrived at 10.33 a.m.*



**OPEN SECTION**

PAGE

AUD05\7

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**9. OFFICERS REPORTS****9.3 Audited Financial Statements for the year ended 30 June 2013 - Final Management letter**

Report No. 14A0090 MC:ns (23/05/14) Common No. 2527584

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 14A0090 MC:ns entitled Audited Financial Statements for the year ended 30 June 2013 - Final Management letter, be received and noted.
- B. THAT the reporting on the issues raised in the Audit Closing Report be added to the Outstanding Audit Issues Register so that they can be included where applicable within the Operational Risk Register.

DECISION NO.21\2239 (23/05/14)

Carried

**OPEN SECTION**

PAGE

AUD05\8

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014

**9. OFFICERS REPORTS****9.4 Update on preparation for 2013/14 Audited Financial Statements**

Report No. 14A0091 MC:ns (23/05/14) Common No. 2527584

(Elix/Lesley)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

THAT Report Number 14A0091 MC:ns entitled Update on preparation for 2013/14 Audited Financial Statements, be received and noted.

DECISION NO.21\2240 (23/05/14)

Carried

*Brendan Dowd left the meeting at 11.01 a.m.**Brendan Dowd returned at 11.02 a.m.**Miles Craighead left the meeting at 11.06 a.m.*

**OPEN SECTION**

PAGE

AUD05\9

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**9. OFFICERS REPORTS****9.5 Outstanding Audit Issue No. 116 - Asset Management & Financial Sustainability Review**

Report No. 14A0082 TS:ns (23/05/14) Common No. 1713107

(Lesley/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 14A0082 TS:ns entitled Outstanding Audit Issue No. 116 - Asset Management & Financial Sustainability Review, be received and noted.
- B. THAT following receipt of the report from the newly commissioned audit of Asset Management, Outstanding Audit Issue No. 116 (OAI 116) - Asset Management and Sustainability Review and its sub-set parts be transferred to the Completed Issues Register.
- C. THAT once received, the recommendations arising from the current audit of Asset Management be placed on the Outstanding Audit Issues Register with notation to reflect that they replace the old Outstanding Audit Issue No. 116 (OAI 116) - Asset Management and Sustainability Review.

DECISION NO.21\2241 (23/05/14)

Carried

*Brendan Dowd left the meeting at 11.06 a.m.**Brendan Dowd returned at 11.12 a.m.*

**OPEN SECTION**

PAGE

AUD05\10

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014

**9. OFFICERS REPORTS****9.6 Outstanding Audit Issue No. 137 - Asset Management Plan**

Report No. 14TC0068 ND:ns (23/05/14) Common No. 1713107

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 14TC0068 ND:ns entitled Outstanding Audit Issue No. 137 - Asset Management Plan, be received and noted.
- B. THAT Outstanding Audit Issue No. 137 - Asset Management Plan, of the Outstanding Audit Issues register be amended to reflect an agreed completion date of December 2014.
- C. THAT the Infrastructure Risk Register be updated to identify current controls from systems and procedures that are now available and that have been developed to compensate for the inability of the Authority system to perform its Asset Management role.

DECISION NO.21\2242 (23/05/14)

Carried

**OPEN SECTION**

PAGE

AUD05\11

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014**10. GENERAL BUSINESS****10.1 Review of Outstanding Audit Issues Register**

Common No. 422690

(Elix/Lesley)

**COMMITTEE'S DECISION**

The committee resolve under delegated authority:-

- A. THAT the Committee resolve under delegated authority that information contained in Item 10.1, Outstanding Audit Issues Register, be received and noted.
- B. THAT Outstanding Audit Issue No. 122 – Review of Fraud Management Arrangements be amended to have a completion date of 31 July 2014.
- C. THAT Outstanding Audit Issue No. 139 – Assessment of Procurement Processes be amended to have a completion date of 31 July 2014.

DECISION NO.21\2243 (23/05/14)

Carried

**OPEN SECTION**

PAGE

AUD05\12

Risk Management & Audit Committee Meeting – Friday, 23 May, 2014

The meeting closed at 11.41 a.m.

**MR IAIN SUMMERS  
(CHAIRMAN) – RISK  
MANAGEMENT &  
AUDIT COMMITTEE  
MEETING – FRIDAY,  
23 MAY 2014**

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***Confirmed On: Friday, 22 August 2014***

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

**Executive Summary  
Risk Management & Audit Committee Meeting  
23 May 2014**

The Risk Management & Audit Committee (RMAC) reviewed the proposed Internal Audit Plan for 2014 – 2016. RMAC discussed how the Strategic and Operational Risk Registers can be used to identify internal controls, and areas requiring control improvements, that could be considered when developing the internal audit plan. RMAC requested that it be provided with further information on how the proposed internal audit topics are determined with reference to the risk registers, at the next meeting. RMAC also requested that Internal Audit Plan progress reports include the summary of the Terms of Reference for each audit and the risks that they are addressing.

The Committee received the final Management Letter for the Audited Financial Statements for the year ended 30 June 2013, including management responses, as requested at the March 2014 RMAC meeting. Outcomes of this Audit Closing Report will be added to the Outstanding Audit Issues Register and update, where applicable, the Operational Risk Register.

The Committee noted the progress of the preparation being undertaken for the Audited Financial Statements for the year ended 30 June 2014, which is currently on track.

The Committee is waiting to be informed on a number of outstanding actions related to the Asset Management audit which was originally conducted in 2009. The Committee requested that the Risk Register be updated to identify current controls from systems and procedures that have been developed to compensate for the inability of the Authority system to perform its Asset Management role.

Mr Iain Summers  
Chairman  
City of Darwin Risk Management & Audit Committee

**OPEN SECTION**

PAGE

CORP07\6

Corporate & Economic Development Committee Meeting – Wednesday, 23 July 2014

**10. GENERAL BUSINESS**