

DARWIN CITY COUNCIL

SEVENTY-SIXTH ORDINARY MEETING OF THE TWENTIETH COUNCIL

TUESDAY, 13 SEPTEMBER 2011

MEMBERS: The Right Worshipful, Lord Mayor, Mr G R Sawyer (Chairman); Member J D Bailey; Member R T Dee; Member R K Elix; Member H I Galton; Member R M Knox; Member G A Lambert; Member R Lesley; Member F P Marrone; Member A R Mitchell; Member K M Moir; Member J L Sangster; Member H D Sjoberg.

OFFICERS: Chief Executive Officer, Mr B Dowd; General Manager Corporate Services, Mr F Crawley; General Manager Infrastructure, Mr L Cercarelli; General Manager Community & Cultural Services, Mr J Banks; Executive Manager, Mr M Blackburn; Committee Administrator, Ms L Elmer.

Enquiries and/or Apologies: Linda Elmer
E-mail: l.elmer@darwin.nt.gov.au PH: 89300 670



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1 ACKNOWLEDGEMENT OF COUNTRY

2 THE LORD'S PRAYER

3 MEETING DECLARED OPEN

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence Granted

THAT it be noted that The Right Worshipful, Lord Mayor, Mr G R Sawyer is an apology due to a Leave of Absence being previously granted on 30 August 2011 for the period 10 – 23 September 2011.

DECISION NO.20\() (13/09/11)

4.3 Leave of Absence Requested

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S

6.1 Confirmation of the Previous Ordinary Council Meeting
Common No. 1955119

THAT the tabled minutes of the previous Ordinary Council Meeting held on Tuesday, 30 August 2011, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.20\() (13/09/11)

7 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING/S

7.1 Business Arising

8 MATTERS OF PUBLIC IMPORTANCE

9 DEPUTATIONS AND BRIEFINGS

Nil

10 CONFIDENTIAL ITEMS**10.1 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 the Confidential matters referred from Committees including Confidential Committee Items, and the following Items:-

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C24.1	8(c)(ii)	Information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.
C25.1	8(c)(i)	Information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
C26.1	8(d)	Information subject to an obligation of confidentiality at law, or in equity.

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10.2 Moving Open Items Into Confidential**10.3 Moving Confidential Items Into Open****11 PETITIONS**

Nil

12 NOTICES OF MOTION

Nil

13 OFFICERS REPORTS

13.1 Council Decision Monitoring & Reporting

Report No. 11TC0058 (13/09/11) Common No. 2051242

Report Number 11TC0058 attached.

ENCL: NO

DARWIN CITY COUNCIL

DATE: 13/09/2011

REPORT

TO: 1ST ORDINARY / OPEN

APPROVED: MB

FROM: MANAGER STRATEGY & OUTCOMES

APPROVED: AH

REPORT NO: 11TC0058

COMMON NO: 2051242

SUBJECT: COUNCIL DECISION MONITORING & REPORTING PROCESS

ITEM NO: 13.1

SYNOPSIS:

Over the past years Darwin City Council has had a number of reviews undertaken in relation to Council Decision reporting processes.

Council Officers have investigated a number of software solutions that could enable timely and efficient monitoring and reporting of Council Decisions. This included both new software systems and how to utilise existing systems currently within Council.

Council's existing records management system (DataWorks) is scheduled to commence an upgrade in November 2011 which will provide a more automated system of reporting against Council Decisions .

GENERAL:

Over the past years Darwin City Council has had a number of reviews undertaken in relation to council processes. The common theme identified through these reviews was improved controls should be established to monitor the overall progress of council decisions including:-

- a. expected completion dates allocated to each action (based on specific priorities given to different types of council decisions);
- b. no actions 'slip through the cracks'; and
- c. the status of actions can be easily ascertained.

Council Officers reviewed a recent initial draft report produced by Deloitte. This led to a set of recommendations contained within this report.

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There are a number of software solutions in the market that would not only resolve the issues, they also provided additional functionality. It was determined that the cost of purchasing a new system including ongoing licence fees and training of staff did not outweigh the benefits that they would provide Council.

Council currently has in place a dedicated records management system (DataWorks), however, there are currently significant limitations in DataWork's ability to track the status of all Council Decisions.

It has been advised that the new 4.0.2 version of DataWorks (scheduled to be rolled out commencing late November 2011 including time thereafter to bed down processes, train staff etc) contains greater functionality and reporting abilities. It has been determined that the most cost effective way forward is to incorporate the new workflow and reporting requirements into this upgrade which will facilitate timely and efficient reporting of Council Decisions.

In the interim, an organisational wide manual process is now being deployed.

A schedule of quarterly reporting of all Council decisions will commence and the report will be tabled at the 1st Ordinary meeting in October for the first quarter of 2011/2012.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC PLAN IMPLICATIONS:

The issues addressed in this Report are in accordance with the following Goals/Strategies of the Darwin City Council 2008 – 2012 as outlined in the 'Evolving Darwin Strategic Directions: Towards 2020 and Beyond':-

Goal

7 Demonstrate Effective, Open and Responsible Governance

Outcomes

7.1 Effective governance

7.2 Display strong and effective leadership, within Council and across Government

Key Strategies

7.1.2 Minimise exposure of Council through effective risk management practices.

7.2.1 Display contemporary leadership and management practices within Council

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LEGAL IMPLICATIONS:

Nil

ENVIRONMENTAL IMPLICATIONS:

Nil

PUBLIC RELATIONS IMPLICATIONS:

Nil

COMMUNITY SAFETY IMPLICATIONS:

Not applicable

DELEGATION:

Nil

CONSULTATION:

Chief Officers Group
 All Council Executive Secretaries
 Committee Secretariat
 Manager Corporate Information

PROPOSED PUBLIC CONSULTATION PROCESS:

Nil

APPROPRIATE SIGNAGE

Not applicable

RECOMMENDATIONS:

THAT Report Number 11TC0058 entitled Council Decision Monitoring and Reporting Process be received and noted.

ANNE HAMMOND
MANAGER STRATEGY & OUTCOMES

MARK BLACKBURN
EXECUTIVE MANAGER

Any queries on this report may be directed to Anne Hammond on 8930 0531 or email a.hammond@darwin.nt.gov.au

14 INFORMATION ITEMS AND CORRESPONDENCE RECEIVED

Nil

15 REPORTS OF REPRESENTATIVES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 27 September 2011, at 5.00 p.m. (Open Section followed by the Confidential Section), Council Chambers, 1st Floor, Civic Centre, Harry Chan Avenue, Darwin.

DECISION NO.20\() (13/09/11)

19 CLOSURE OF MEETING TO THE PUBLIC

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

DECISION NO.20\() (13/09/11)

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON