

ORDINARY COUNCIL MEETING - OPEN SECTION  
TUESDAY, 30 AUGUST 2011

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**DARWIN CITY COUNCIL**

**SEVENTY-FIFTH ORDINARY MEETING OF THE TWENTIETH COUNCIL**

**TUESDAY, 30 AUGUST 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 P Dowd; General Manager Corporate Services, Mr F Crawley; General Manager Infrastructure, Mr L Cercarelli; Acting General Manager Community & Cultural Services, Ms K Hearn; Executive Manager, Mr M Blackburn; Committee Administrator, Ms L Elmer.

***Enquiries and/or Apologies: Linda Elmer***  
***E-mail: [l.elmer@darwin.nt.gov.au](mailto:l.elmer@darwin.nt.gov.au)***  
***PH: 8930 0670***

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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**

Nil

**4.3 Leave of Absence Requested**

THAT a Leave of Absence be granted for The Right Worshipful, Lord Mayor, Mr G R Sawyer for the period 10 – 23 September 2011 and 1 – 10 October 2011.

DECISION NO.20\() (30/08/11)

## **5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

THAT Council note that pursuant to Section 107 of the Local Government Act 2008, the Chief Executive Officer, Mr B Dowd has declared a Conflict of Interest in Item 14.2.5, entitled, Annual Performance Review – Chief Executive Officer.

## **6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **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, 16 August 2011, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.20\() (30/08/11)

## **7 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING**

### **7.1 Business Arising**

## **8 MATTERS OF PUBLIC IMPORTANCE**

## **9 DEPUTATIONS AND BRIEFINGS**

Nil

## **10 PUBLIC QUESTION TIME**

Nil

## 11 CONFIDENTIAL ITEMS

### 11.1 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.
C26.1	8(c)(iv)	Information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
C28.1	8(c)(iv)	Information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
C28.2	8(c)(iv)	Information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
C29.1	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.
	8(c)(iv)	Information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
	8(e)	Information provided to the council on condition that it be kept confidential.
C29.2	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.
	8(c)(iv)	Information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
	8(d)	Information subject to an obligation of confidentiality at law, or in equity.

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**11 CONFIDENTIAL ITEMS (Cont'd)**

**11.2 Moving Open Items Into Confidential**

**11.3 Moving Confidential Items Into Open**

**12 PETITIONS**

Nil

**13 NOTICES OF MOTION**

Nil

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## 14 COMMITTEE REPORTS

### 14.1 COMMUNITY & CULTURAL SERVICES (15/08/11)

#### Presentation of Report by Chairman - Member R Lesley

Recommendations from the Community & Cultural Services Committee Meeting held on Monday, 15 August 2011

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#### 1 Community & Cultural Services Team Report – July 2011

Report No. 11C0090 KH:es (10/08/11) Common No. 1733166

THAT Report Number 11C0090 KH:es entitled, Community & Cultural Services Team Report – July 2011, be received and noted.

DECISION NO.20\() (30/08/11)

#### 2 Regulatory Services Monthly Update – July 2011

Report No. 11C0091 DN:mrg (10/08/11) Common No. 1330602

THAT Report Number 11C0091 DN:mrg entitled, Regulatory Services Update July 2011, be received and noted.

DECISION NO.20\() (30/08/11)

#### 3 Libraries Information Update for July 2011

Report No. 11P0009 KC:md (10/08/11) Common No. 1943023

THAT Report Number 11P0009 entitled, Libraries Information Update for July 2011 be received and noted.

DECISION NO.20\() (30/08/11)



## 14 COMMITTEE REPORTS

### 14.1 COMMUNITY & CULTURAL SERVICES (15/08/11)

#### **Presentation of Report by Chairman - Member R Lesley**

Recommendations from the Community & Cultural Services Committee Meeting held on Monday, 15 August 2011

#### **4 Agreement for Administration of Fines and Penalties – Three (3) Years from the 3 April 2011**

Report No. 11C0088 DN:kl (10/08/11) Common No. 279971

- A. THAT Report Number 11C0088 DN:kl entitled, Agreement for Administration of Fines and Penalties – Three (3) Years from the 3 April 2011, be received and noted.
- B. THAT Darwin City Council, pursuant to Section 26 (2) of the Local Government Act 2008, hereby authorises that the following document attached to Report Number 11C0088 DN:kl, be executed under the Council's Common Seal and signed by the Lord Mayor and Chief Executive Officer:
  - (i) Agreement for Administration of Fines and Penalties.

DECISION NO.20\() (30/08/11)

#### **5 Review of Commercial Fitness Training on Council owned and Managed Public Open Space**

Report No. 11C0096 CD:kl (10/08/11) Common No. 1996075

- A. THAT Report Number 11C0096 CD:kl entitled, Review of Commercial Fitness Training on Council Owned and Managed Public Open Space, be received and noted.
- B. THAT public input be called prior to the development of a draft policy and fee structure for consideration by council in November 2011.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.1 COMMUNITY & CULTURAL SERVICES (15/08/11)

#### Presentation of Report by Chairman - Member R Lesley

Recommendations from the Community & Cultural Services Committee Meeting held on Monday, 15 August 2011

#### 6 Sponsorship Request For Long Paddock/ APACA Event Darwin – 27 August to 1 September 2012

Report No. 11C0093 AG:es (10/08/11) Common No. 2011176

- A. THAT Report Number 11C0093 AG:es entitled, Sponsorship Request for Long Paddock/APACA Event Darwin - 27 August to 1 September 2012 be received and noted.
- B. THAT Council provide sponsorship to the Long Paddock/APACA Darwin 2012 event in the form of a one off cash contribution of \$1,000 to be sourced from the 2011/2012 Arts activities budget and host a Mayoral welcome reception to the value of \$1000.

DECISION NO.20\() (30/08/11)

#### 7 Request for Support for a National Disability Insurance Scheme

Report No. 11C0095 NM:kl (10/08/11) Common No. 1848460

- A. THAT Report Number 11C0095 entitled, Request for Support for a National Disability Insurance Scheme, be received and noted.
- B. THAT Darwin City Council register its in principle support for the National Disability Insurance Scheme (NDIS) via the NDIS website.
- C. THAT Darwin City Council pledge financial support to the value of \$1,000.00 towards the support for the introduction of a National Disability Insurance Scheme after seeking clarification from Somerville in relation to whether funding is still required.

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## 14 COMMITTEE REPORTS

### 14.1 COMMUNITY & CULTURAL SERVICES (15/08/11)

#### **Presentation of Report by Chairman - Member R Lesley**

Recommendations from the Community & Cultural Services Committee Meeting held on Monday, 15 August 2011

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#### **8 Kalymnos Sister City Community Committee – August - Oceania Pan Hellenic Games**

Report No. 11C0092 HB:es (10/08/11) Common No. 2063261

- A. THAT Report Number 11C0092 HB:es entitled, Kalymnos Sister City Community Committee - August - Pan Hellenic Games, be received and noted.
- B. THAT the Kalymnos Sister City Community Committee recommends that up to \$3375 is allocated to sponsorship of medals for the Oceania Pan Hellenic Games in Darwin in September 2011.
- C. THAT the Kalymnos Sister City Community Committee recommends that up to \$550 is allocated to sponsoring cultural performing groups to attend the Oceania Pan Hellenic cultural afternoon 2011 at the closing of the games.

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## 14 COMMITTEE REPORTS

### 14.2 CORPORATE & ECONOMIC DEVELOPMENT (23/08/11)

#### Presentation of Report by Chairman - Member K M Moir

Recommendations from the Corporate & Economic Development Committee Meeting held on Tuesday, 23 August 2011

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#### 1 Corporate Services Monthly Report -July 2011 Report No. 11A0130 (12/08/11) Common No. 339108

THAT Report Number 11A0130 entitled, Corporate Services Monthly Report – July 2011, be received and noted.

DECISION NO.20\() (30/08/11)

#### 2 Listing of Cheques/EFT Payments, July 2011 Report No. 11A0131 (12/08/11) Common No. 339125

THAT Report Number 11A0131 entitled, Listing of Cheques / EFT Payments – July 2011 be received and noted.

DECISION NO.20\() (30/08/11)

#### 3 Financial Report to Council - July 2011 Report No. 11A0132 (12/08/11) Common No. 339122

THAT Report Number 11A0132 entitled, Financial Report to Council – July 2011, be received and noted.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.2 CORPORATE & ECONOMIC DEVELOPMENT (23/08/11)

#### **Presentation of Report by Chairman - Member K M Moir**

Recommendations from the Corporate & Economic Development Committee Meeting held on Tuesday, 23 August 2011

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#### 4 **Monthly On-Street and Off-Street Parking Statistics – July 2011** Report No. 11A0133 (12/08/11) Common No. 376351

THAT Report Number 11A0133 entitled, Monthly On-Street and Off-Street Parking Statistics – July 2011, be received and noted.

DECISION NO.20\() (30/08/11)

#### 5 **Annual Performance Review – Chief Executive Officer** Report No. 11TC0062 (09/08/11) Common No. 1853062

- A. THAT Report Number 10TC0062 BD:JT entitled, Annual Performance Review - Chief Executive Officer, be received and noted.
- B. THAT pursuant to Part 5.2 of the Local Government Act, Council establish a Committee entitled the 2011 CEO's Annual Performance Appraisal Committee, comprising the Lord Mayor, Deputy Lord Mayor and Chairman of the Corporate and Economic Development Committee with independent facilitation by the Chief Executive Officer of the Local Government Association of the Northern Territory to undertake the 2011 Annual Performance Appraisal of the CEO.
- C. THAT pursuant to Section 32 of the Local Government Act, the 2011 CEO's Annual Performance Appraisal Committee be delegated the power to conduct and finalise the 2011 appraisal of the CEO.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### Presentation of Report by Chairman - Member R K Elix

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

#### 1 Climate Change Action Plan 2011-2020

Report No. 11TS0140PR (05/08/11) Common No. 1711979

- A. THAT Report Number 11TS0140PR entitled, Climate Change Action Plan 2011-2020, be received and noted.
- B. THAT the Climate Change Action Plan 2011-2020 contained in **Attachment A** to Report Number 11TS0140PR, be endorsed with the following amendments.
- |                         |                     |   |
|-------------------------|---------------------|---|
| ▪ 4.2 Water             | W1 Outcome.         | Add word <i>Total</i>                         |
| ▪ 4.3 Land.             | L2 Action           | Add <i>Flooding</i>                           |
| ▪ 4.5 Biodiversity      | B1 Outcome          | Add <i>Contiguous habitat corridors</i>       |
| ▪ 4.6 Recycling & Waste | R6 Action           | Add <i>All areas of council and community</i> |
| ▪ 4.7 Energy            | E4 Action           | Add <i>all renewable</i>                      |
| ▪ 4.7 Energy            | E4 Outcome          | Add <i>renewable generated power</i>          |
| ▪ 5.4 Biodiversity      | CMB1 Perf Indicator | Add <i>Number of Council Contracts</i>        |
| ▪ 5.5 Recycling & Waste | CME2 Action         | Add <i>relevant authorities</i>               |

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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **2 Roads to Recovery Program – Australian Local Government Association** Report No. 11TS0139LC:KB (15/08/11) Common No. 223527

- A. THAT Report Number 11TS0139LC:KB entitled Roads To Recovery Program – Australian Local Government Association, be received and noted.
- B. THAT the Darwin City Council calls on the Federal Government to:
- a. recognise the successful delivery of the Roads to Recovery Program by local government since 2000;
  - b. continue the Roads to Recovery program on a permanent basis to assist local government meet its responsibilities of providing access for its communities;
  - c. continue the Roads to Recovery Program with the current administrative arrangements; and
  - d. provide an increased level of funding under a future Roads to Recovery Program that recognises the shortfall of funding on local roads of \$1.2 billion annually
- C. THAT the Council write to the Prime Minister, Federal Minister for Infrastructure and Transport, Federal Leader of the Opposition, Federal Opposition Transport Spokesman and Local Federal Members of Parliament regarding the Council decision on the Australian Governments Roads to Recovery Program.

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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **3 East Point Military Museum Water Main**

Report No. 11TS0131JW:RC (05/08/11) Common No. 1997619

- A. THAT Report Number 11TS0131JW:RC entitled, East Point Military Museum Water Main, be received and noted.
- B. THAT Council approves the application to install a private water main through East Point Reserve to service the East Point Military Museum as detailed in Report Number 11TS0131JW:RC.
- C. THAT Darwin City Council pursuant to Section 32 (2) of the Local Government Act 2008 hereby delegates to the Chief Executive Officer, to finalise creation of water supply easements on Lot 5775 East Point Reserve Fannie Bay in favor of Northern Territory Government Department of Natural Resources, Environment, the Arts & Sport in accordance with Report Number 11TS0131JW:RC.
- D. THAT Darwin City Council, pursuant to Section 26 (2) of the Local Government Act 2008, hereby authorises all relevant documentation relating to the Easement Creation on Lot 5775 East Point Reserve Fannie Bay associated with the private water main for the East Point Military Museum, be executed under the Council's Common Seal and signed by the Lord Mayor and Chief Executive Officer.

DECISION NO.20\() (30/08/11)



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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **4 Waste Disposal Fees 2011-12 – Partially Shredded Tyre Fee**

Report No. 11A0144 (12/08/11) Common No. 1977405

- A. THAT Report Number 11A0144 entitled, Waste Disposal Fees 2011-12 – Partially Shredded Tyre Fee, be received and noted.
- B. THAT Council amend the Waste Disposal – Partially Shredded Tyre Fee from \$195 to \$48 (per tonne), effective from 1 September 2011
- C. THAT Council provide a concession of \$147 per tonne from 1 July – 31 August 2011 to those customers who have deposited partially shredded tyres during this period.

DECISION NO.20\() (30/08/11)

#### **5 Request for Tree Removal at 9 Davies Street, Jingili**

Report No. 11TS0133 KS:nf (09/08/11) Common No. 1611664

- A. THAT Report Number 11TS0133 KS:nf entitled, Request For Tree Removal at 9 Davies Street, Jingili be received and noted.
- B. THAT Council advise the owners of 9 Davies Street, Jingili that Council has reviewed the request to remove the Salmon Gum located on the verge adjacent to their property and advise that the tree will not be removed and that Council will continue to monitor and maintain the tree within current programmes.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **6 Request for Tree Removal at 48 Woods Street, Darwin**

Report No. 11TS0111 NK:nf (07/07/11) Common No. 1098497

- A. THAT Report Number 11TS0111 KS:nf entitled, Request For Tree Removal at 48 Woods Street, Darwin be received and noted.
- B. THAT Council write to the owners of 48 Woods Street, Darwin advising that it has considered their request for the removal of the African Mahogany located on the verge adjacent to their property and confirm the tree will not be removed at this stage however, the tree will continue to be monitored and maintained.

DECISION NO.20\() (30/08/11)

#### **7 Winnellie Centre**

Member R M Knox requested an inspection be made in relation to a tree on the verge on Hickman Street, Winnellie.

The General Manager Infrastructure, Mr L Cercarelli took the question on notice.

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## **14 COMMITTEE REPORTS**

### **14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)**

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **8 A Frame Signs in The Mall**

Member R M Knox requested an inspection be undertaken and business owners be spoken to where A Frame Signs present a high risk to pedestrians.

The General Manager Infrastructure, Mr L Cercarelli took the question on notice

DECISION NO.20\() (30/08/11)

#### **9 Tree Shading on Cycle Path on Dick Ward Drive**

Member R M Knox requested a progress report in relation to tree shading of the cycle path on Dick Ward Drive.

The General Manager Infrastructure, Mr L Cercarelli took the question on notice.

DECISION NO.20\() (30/08/11)

#### **10 The Gardens Cemetery - Fencing**

Member H D Sjoberg queried as to why the fences had been erected and then removed.

The Manager Infrastructure Maintenance, Mr K Smith provided a response.

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## **14 COMMITTEE REPORTS**

### **14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)**

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### **11 Nightcliff Foreshore - Walkers Street Walkway**

Member R Knox queried the quality of paint used on the fence of the Walkers Street Walkway, Nightcliff.

The General Manager Infrastructure, Mr L Cercarelli took the question on notice.

DECISION NO.20\() (30/08/11)

#### **12 Darwin Sailing Club – Condition of Boatyard**

Member R K Elix queried the condition of the Boat yard at the Darwin Sailing Club.

The General Manager Infrastructure took the question on notice.

DECISION NO.20\() (30/08/11)

#### **13 Darwin Sailing Club – Line Marking**

Member R Knox queried the Line Marking in the Car Park at the Darwin Sailing Club.

The General Manager Infrastructure took the question on notice.

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## 14 COMMITTEE REPORTS

### 14.3 ENVIRONMENT & INFRASTRUCTURE (22/08/11)

#### **Presentation of Report by Chairman - Member R K Elix**

Recommendations from the Environment & Infrastructure Committee Meeting held on Monday, 22 August 2011

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#### 14 **Environment & Infrastructure Committee Meetings changes for 2011/2012** Common No. 375173

THAT future Environment & Infrastructure Committee meetings be re-scheduled for 2011/2012 to commence at 5.00 p.m. Mondays monthly.

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## **14 COMMITTEE REPORTS**

### **14.4 BOMBING OF DARWIN & MILITARY HISTORY ADVISORY (16/08/11)**

#### **Presentation of Report by Chairman - Member R Lesley**

Recommendations from the Bombing of Darwin & Military History Advisory Committee Meeting held on Tuesday, 16 August 2011

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#### **1 Apologies**

- A. THAT the apology from The Right Worshipful, The Lord Mayor, Mr G R Sawyer, be received and a Leave of Absence be granted.
- B. THAT the apology from Mr T Clementson, be received and a Leave of Absence be granted.
- C. THAT the apology from Mr H Leschen, be received and a Leave of Absence be granted.

DECISION NO.20\() (30/08/11)

#### **2 CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS BOMBING OF DARWIN & MILITARY HISTORY ADVISORY COMMITTEE MEETING**

THAT the Committee resolve that the minutes of the previous Bombing of Darwin & Military History Advisory Committee Meeting held on Wednesday, 20 July 2011, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.4 BOMBING OF DARWIN & MILITARY HISTORY ADVISORY (16/08/11)

#### **Presentation of Report by Chairman - Member R Lesley**

Recommendations from the Bombing of Darwin & Military History Advisory Committee Meeting held on Tuesday, 16 August 2011

#### 3 **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 following Items:

<b><u>Item</u></b>	<b><u>Regulation</u></b>	<b><u>Reason</u></b>
C14.1	8(e)	Information provided to the council on condition that it be kept confidential.

DECISION NO.20\() (30/08/11)

#### 4 **70<sup>th</sup> Anniversary of The Bombing of Darwin July 2011 Update** Report No. 11TC0060MB:js (09/08/11) Common No. 1855634

THAT Report Number 11TC0060MB:js entitled, 70<sup>th</sup> Anniversary of the Bombing of Darwin July 2011 update be received and noted.

DECISION NO.20\() (30/08/11)

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## 14 COMMITTEE REPORTS

### 14.4 BOMBING OF DARWIN & MILITARY HISTORY ADVISORY (16/08/11)

#### **Presentation of Report by Chairman - Member R Lesley**

Recommendations from the Bombing of Darwin & Military History Advisory Committee Meeting held on Tuesday, 16 August 2011

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## 5 **Committee Member Reports**

*Committee members to provide an update on progress and developments within their respective organisations.*

- A. Mr Ted Egan and Mr David Hill have accepted Council's invitation to be Ambassadors for the 70<sup>th</sup> Anniversary.
- B. Brisbane City Council has advised they will be holding a Commemorative event on Sunday, 19 February 2012.
- C. Mr Alan James stated the Northern Territory Government is committed to supporting the 70<sup>th</sup> Anniversary.

DECISION NO.20\() (30/08/11)

## 6 **Date, Time and Place for next Advisory Committee Meeting**

THAT the next Bombing of Darwin & Military History Advisory Committee meeting be scheduled for Tuesday, 20 September 2011, in Meeting Room 1, 1<sup>st</sup> Floor, Civic Centre, Harry Chan Avenue, Darwin to commence at 2.00 p.m.

DECISION NO.20\() (30/08/11)



ORDINARY COUNCIL MEETING - OPEN SECTION  
TUESDAY, 30 AUGUST 2011

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2<sup>ND</sup> COU8/25

## 15 OFFICERS REPORTS

### 15.1 New Council Policies

Report No. 11TC0068 MB:as (23/08/11) Common No. 1612461

*Report Number 11TC0068 MB:as attached.*

ENCL: YES

**DARWIN CITY COUNCIL**

**DATE:** 23/08/2011

**REPORT**

**TO:** 2<sup>ND</sup> ORDINARY COUNCIL MEETING/OPEN

**FROM:** EXECUTIVE MANAGER

**APPROVED:** BD

**REPORT NO:** 11TC0068 MB:as

**APPROVED:** MB

**COMMON NO:** 1612461

**SUBJECT:** NEW COUNCIL POLICIES

**ITEM NO: 15.1**

**SYNOPSIS:**

This report proposes the adoption of three Council policies. Two policies, **Attachment A** Caretaker Period and **Attachment B** Darwin City Council Employees Serving as Darwin City Council Elected Members, have been prepared specifically to enhance governance arrangements for the 2012 NT Local Government elections.

Earlier this year Council amended the Elected Members – General 016 Policy. **Attachment C** the Lord Mayor Policy has been prepared for Council's consideration.

**GENERAL:**

**Background**

**Amendment Policy 16 – Elected Members General**

Report No 11TC0028MB:as (19/04/11) Common No. 1612461

- A THAT report Number 11TC0028MB:as entitled, Amendment Policy 16 – Elected Members General, be received and noted.
- B THAT Council endorse the proposed amendments to Policy 16 – Elected Members general as detailed in Attachment B to Report Number 11TC0028.

*NT Local Government Elections 2012*

**Caretaker Period**

Caretaker provisions for local government were first introduced in Victoria through amendments to the Local Government Act 1989 (Vic). Other jurisdictions such as Queensland and South Australia have introduced similar provisions.

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Currently there is no provision in the NT Local Government Act to cover the caretaker period. **Attachment A** has been prepared by Council Officers for consideration by Council.

*Darwin City Council Employees Serving as Darwin City Council Elected Members*

Section 37(1) (d) of the *Local Government Act 2008* and Ministerial Guidelines made hereunder disqualify senior Council staff from serving as Elected Members, namely:

- (a) Any position that reports directly to the Chief Executive Officer of the council;*
- (b) Positions or equivalent positions of Director Infrastructure, Director Corporate Services, Director Community Services, Manager of Finance, Manager Human Resources, Manager Agency Services and Shire Services Manager.*

(For Darwin City Council the equivalent positions would be - General Manager Community and Cultural Services, General Manager Corporate Services, General Manager Infrastructure Services, Finance Manager, and the Human Resources Manager)

Other staff may be disqualified by Council resolution in certain circumstances. Refer Section 2(2) of the Ministerial guidelines.

*Additional positions may be added by council resolution to amend the policy where a council forms the reasonable view that the positions may have the potential to:*

- (a) lead to an unacceptable conflict of interest; or*
- (b) creates difficulties with human resource matters such as recruitment and performance assessment.*

The Chief Executive Officer provides the link between elected Council and its employees. While all Council staff have a duty to carry out Council decisions they are responsible to the Chief Executive Officer, not the Elected Members. Individual Elected Members cannot direct staff in their day to day activities.

The Elected Members are responsible for the recruitment and annual performance assessment of the Chief Executive Officer.

Due to the potential to lead to unacceptable conflicts of interest matters related to the management of human resources, it is recommended that persons holding any staff position with Darwin City Council are disqualified from serving as an Elected Member of the Darwin City Council.

However an employee of Darwin City Council is not disqualified from office as an Elected Member of some other Council.

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To comply with the Ministerial guidelines it is recommended that the Council adopt **Attachment B** Darwin City Council Employees Serving as Darwin City Council Elected Members

#### Lord Mayor Policy

Earlier this year Council reviewed and amended the Elected Members – General 016 Policy.

Council Officers have reviewed the Lord Mayor Policy 018 **Attachment C** and recommend that Council rescind this Policy and adopt **Attachment D**. This Policy provides a framework for the Office of Lord Mayor in relation to protocols associated with the Office and Council's administrative arrangements.

#### **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

##### **Outcome**

7.1 Effective governance

#### **LEGAL IMPLICATIONS:**

Council must ensure compliance with the provisions of the NT Local Government Act and any other appropriate legislation.

#### **ENVIRONMENTAL IMPLICATIONS:**

Nil.

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**PUBLIC RELATIONS IMPLICATIONS:**

Demonstrates strong governance, due diligence and accountability.

**COMMUNITY SAFETY IMPLICATIONS:**

Nil

**DELEGATION:**

Nil

**CONSULTATION:**

Chief Officers Group

**PROPOSED PUBLIC CONSULTATION PROCESS:**

Nil

**APPROPRIATE SIGNAGE**

Nil

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 REPORT NUMBER: 11TC0068 MB:as  
 SUBJECT: NEW COUNCIL POLICIES

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### **RECOMMENDATIONS:**

THAT it be a recommendation to Council:-

- A. Report Number 11TC0068 MB:as entitled, Council Policies be received and noted.
- B. THAT Council adopts the *Caretaker Period Policy* **Attachment A** of Report Number 11TC0068 MB:as entitled, New Council Policies.
- C. THAT Council adopts the *Darwin City Council Employees Serving as Darwin City Council Elected Members Policy* **Attachment B** to Report Number 11TC0068 MB:as entitled, New Council Policies
- D. THAT Council rescinds Policy NO 18 **Attachment C** to Report Number 11TC0068 MB:as
- E. THAT Council adopts Policy No. 18 **Attachment D** to Report Number 11TC0068 MB:as entitled, New Council Policies

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

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

Any queries on this report may be directed to Mark Blackburn on 5516 or  
[m.blackburn@darwin.nt.gov.au](mailto:m.blackburn@darwin.nt.gov.au)

# Policy

Title: CARETAKER PERIOD

Policy No:

Adopted By: Council

Next Review Date:

Responsibility: CEO

Document Number:

Version	Decision Number	Adoption Date	History
1			
2			
3			
4			

## 1 Policy Summary

This Policy applies during a 'Caretaker Period' prior to Council general elections or a By-election for the Lord Mayor to cover major policy decisions that are made by the Council, the use of Darwin City Council resources, including materials published by Darwin City Council, as well as attendance and participation in Council functions and events and, access to Council information.

## 2 Policy Objectives

The primary objective of this policy is to restrict the Council from making major decisions, prior to an election, which would:

- bind an incoming Council; or
- allow the use of public resources in ways that are seen as advantageous or disadvantageous to the electoral prospects of sitting Elected Members who are seeking re-election or new candidates.

The Policy recognises the requirement for the Darwin City Council administration to act impartially in relation to all candidates.

## 3 Background

In Australia the term "caretaker government" is used to describe the status of a government during a period that starts when the notices are issued for an election, and continues for a short period after the election - until the next government is formed.

Caretaker conventions require that:

- a) no major new policy decisions be taken
- b) no major contracts should be entered into; and
- c) no significant appointments or dismissals are made.

Caretaker provisions for Local Government were first introduced in Victoria through amendments to the *Local Government Act 1989* (Vic) and other jurisdictions such as Queensland and South Australia have introduced similar provisions. Importantly, caretaker arrangements for Local Government, unlike those for Federal and State Governments have been included in the relevant Local Government Acts. They are therefore legal requirements rather than political conventions in jurisdictions.

Darwin City Council believes that the adoption of this Policy is in accord with its commitment to good governance.

#### 4 Policy Statement

This Policy applies to Elected Members and Council employees during a **Caretaker Period** prior to a General Election or By-election for the position of Lord Mayor (see Part 5 for a definition) to cover:

- Major policy decisions that are made by the Council;
- Scheduling consideration and announcement of major policy decisions
- Use of the Council's resources including material published by the Council
- Access to information
- Media
- Web site
- Attendance and participation in Council organised activities and events
- Public Consultation during the Caretaker Period.

##### Major Policy Decisions that are made by the Council.

Except in **Extraordinary Circumstance** the Council will not make **Major Policy Decisions** during the **Caretaker Period**. (See Part 5 for definitions and exclusions.)

Where **Extraordinary Circumstances** prevail, the CEO may submit a **Major Policy Decision** to the Council for its consideration.

To assist the Council to comply with its commitment to appropriate decision making during the **Caretaker Period**, a *Caretaker Statement* will be included in each report submitted to the Council where the Council's decision would, or could, be a **Major Policy Decision**. The *Caretaker Statement* will state:

*The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Darwin City Council Caretaker Policy, however, an exemption should be made because .... (insert the circumstances for making the exemption) ... ..*



### Scheduling Consideration and Announcement of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling **Major Policy Decisions** for consideration during a **Caretaker Period**, and instead ensure that such decisions are either considered by the Council prior to the **Caretaker Period**, or scheduled for determination by the incoming Council. Announcements of earlier decisions may be made during a **Caretaker Period** however, as far as practicable; any such announcements should be made before the **Caretaker Period** begins or after it has concluded.

### Use of Council Resources including material published by the Council

The Code of Conduct and the Local Government Act provide that the City's resources are only to be utilised for authorised activities (for example - use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business is not permitted).

This

includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of Council resources for electoral purposes is not restricted to the **Caretaker Period**.

Council staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and must avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Council resources, including material published by the Council, cannot be used for the advantage of a particular candidate or group of candidates. Council resources must only be used for normal Council business (which excludes the preparation or dissemination of campaign material).

Council resources must not be used for the advantage of a particular candidate or group of Candidates, however, Council may allow the equal use of Council resources by all candidates preparing for the election.

*This Policy does not cover material authorised by the CEO or Returning Officer to facilitate the conduct of the election or encourage voter participation.*

### Access to Information

All candidates will have equal rights to access public information and any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. Usual Freedom of Information (FOI) procedures will apply.

### Media

No media advice or support will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the **Caretaker Period** does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

Web site

During the **Caretaker Period** any new material placed on the Council website, which refers to the election should only relate to the election process by way of information, education or publicity. Information about Council Members should be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed by the Council.

Attendance and participation at Council organised activities and events.

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the CEO considers appropriate and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

Excluding the Lord Mayor and Deputy Lord Mayor fulfilling their functions as prescribed by Sections 43 of the Local Government Act, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Council during the **Caretaker Period**.

All known candidates are to be invited to civic events/functions organised by the City during the **Caretaker Period**.

Elected Members may continue to attend events and functions hosted by external bodies during the **Caretaker Period**.

Public consultation during the Caretaker Period

The Council will not commission or approve any public consultation where it is likely that such consultation will continue into the **Caretaker Period**.

This Policy does not prevent any mandatory public consultation required by the Local Government Act or any other relevant Act which is required to be undertaken to enable the City to fulfil its functions.

## 5. Terminology and References

**Caretaker Period** means the period of time during which the caretaker practices are in force prior to the declaration a General Election or a By-election for the position of Lord Mayor. The caretaker practices will apply from the close of nominations on Nomination Day until the declaration of the Results of the election pursuant to Regulation 56 of the NT Local Government (Electoral) Regulations.

**Extraordinary Circumstances** means a situation that requires a major policy decision of the Council because:

- (a) in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;
- (b) of the possibility of legal and/or financial repercussions if a decision is deferred; or
- (c) in the CEO's opinion, it is in the best interests of the Council and/or Darwin City Council for the decision to be made as soon as possible.

**Major Policy Decision** means a decision to:

- Enter into any contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year.
- Appoint or terminate the appointment of a Chief Executive Officer;
- Make a decision relating to the Chief Executive Officer's remuneration;
- Spend unbudgeted monies;
- Conduct unplanned public consultation;
- Endorse a new policy;
- Dispose of Council land;
- Approve community grants; or
- Progress any matter which is contentious or has been identified as an election issue.

**Major Policy Decisions** do not include:

- Decisions that relate to the carrying out of works in response to an emergency or disaster;
- An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for the council to be eligible for funding from the Commonwealth or Territory Government;
- The suspension of the CEO for serious and wilful misconduct.
- The appointment of an acting CEO

**Nomination Day** means *Nomination Day* as defined in the NT Local Government (Electoral) Regulations.

## 6. Implementation and delegation

### Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows. The CEO will ensure, as far as possible, that:

- All Elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the **Caretaker Period**; and.
- Any major policy or significant decisions required to be made by the Council are scheduled for Council consideration prior to the **Caretaker Period** or deferred where possible for determination by the incoming Council.

## 7 Evaluation and Review

This Policy should be evaluated once during the term of the Council.

Title: *DARWIN CITY COUNCIL EMPLOYEES SERVING AS  
DARWIN CITY COUNCIL ELECTED MEMBERS*

Policy No:

Adopted By: *Council*

Next Review Date:

Responsibility: *Council*

Document Number:

Version	Decision Number	Adoption Date	History
1			
2			
3			
4			

### 1 Policy Summary

This policy disqualifies all Council staff from serving as an Elected Member of the Darwin City Council.

### 2 Policy Objectives

To comply with Clause 3 of Ministerial guidelines which requires the adoption of a policy in relation to Council staff nominating or serving as Elected Members.

### 3 Background

Section 37(1) (d) of the *Local Government Act 2008* and Ministerial Guidelines made hereunder disqualify senior Council staff from serving as Elected Members, namely:

- (a) *Any position that reports directly to the Chief Executive Officer of the council;*
- (b) *Positions or equivalent positions of Director Infrastructure, Director Corporate Services, Director Community Services, Manager of Finance, Manager Human Resources, Manager Agency Services and Shire Services Manager.*

(For Darwin City Council the equivalent positions would be - General Manager Community and Cultural Services, General Manager Corporate services, General Manager Infrastructure Services, Finance Manager, and the Human Resources Manager)

Other staff may be disqualified by Council resolution in certain circumstances. Refer Section 2(2) of the Ministerial Guidelines.

*Additional positions may be added by council resolution to amend the policy where a council forms the reasonable view that the positions may have the potential to:*

- (a) lead to an unacceptable conflict of interest; or*
- (b) creates difficulties with human resource matters such as recruitment and performance assessment.*

#### **4 Policy Statement**

The Chief Executive Officer provides the link between the elected council and its employees. While all council staff have a duty to carry out council decisions they are responsible to the Chief Executive Officer, not the elected members. Individual Elected Members cannot direct staff in their day-to-day activities.

The Elected Members are responsible for the recruitment and annual performance assessment of the Chief Executive Officer.

Due to the potential to lead to unacceptable conflicts of interest of these matters related to the management of human resources Darwin City Council has determined that persons holding any staff position with Council are disqualified from membership of the Darwin City Council.

However, an employee of Darwin City Council is not disqualified from office as a member of some other Council.

#### **5. Resignation**

- (a) Subject to the terms of any agreement (Contract, Award or Certified Agreement) under which they may be employed at Council, an employee may at any time, in writing, signed and delivered to their Chief Executive Officer, resign from employment in the Council.
- (b) The employee must resign from Council prior to nominating for a forthcoming Council election.
- (c) A resignation under this section may not be withdrawn except with the approval of the Chief Executive Officer.
- (d) Should an employee resign and nominate for election, the requirements of confidentiality and use of information in accordance with section 108 of the Local Government Act continue to apply.

## **6 Re-appointment of persons resigning to become candidates at elections**

Where the Chief Executive Officer is satisfied that:

(a) the person:

- i. Resigned from Council in order to become a candidate for election;
- ii. Was a candidate at the election; and
- iii. The resignation took effect not earlier than when the nominations had been called by the Returning Officer

the Chief Executive Officer must, on application by the person within seven days after the declaration of results of the election, reinstate the former staff member to their former position or an equivalent position.

## **7 Legislation, terminology and references**

Section 37(1) (d) of the *Local Government Act 2008*: and, supporting Ministerial Guidelines.

**Title:** *Lord Mayor*

**Policy No:** *018*

**Adopted By:** *Council*

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

**Responsibility:** *Chief Executive Officer*

**Document Number:** *1752536*

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

## 1 Policy Summary

This policy establishes protocols for the office of Lord Mayor. In particular it addresses:

- Lord Mayoral Correspondence and Records Handling Procedures.
- Relations with the Public and Media.
- Committing the Council or its Resources before getting Council approval.
- Functions.
- Communicating with staff.

The Policy also addresses:

- Acting Lord Mayor.
- Community Committees.
- Credit Card Usage
- Ex Officio Involvement with community groups.
- Arrangements to be made in the event that the Lord Mayor and Deputy Lord Mayor are unavailable to represent the Council.
- Partner 's Travel Expenses.

## 2 Policy Objectives

This Policy seeks to establish protocols associated with the Office of Lord Mayor as the Principal Member of the Council for the guidance of the Lord Mayor and the Council's administration.

### 3 Background

The role of the Lord Mayor or Principal Member is defined in Section 43 of the Local Government Act however the Act does not attempt to address in detail operational aspects associated with the office of Lord Mayor and its interaction with Council's administration apart from specifying that the Lord Mayor, in common with other Elected Members, has no power to direct or control Council staff. This Policy seeks to make explicit Council's intentions with regard to the way that The Lord Mayor should interact with the Council's administration.

### 4 Policy Statement

#### **Legislative Background**

The role of the Lord Mayor as defined in Section 43 of the *Local Government Act* is to:

- chair all meetings of Council
- speak on behalf of the Council as the Council's principal representative
- carry out the civic and ceremonial functions of the Office of Lord Mayor.

In addition Section 35 of the *Local Government Act* provides that the Lord Mayor, as a member of the Council and jointly with the other members is:

- (a) to represent the interests of all residents and ratepayers of the council area; and
- (b) to provide leadership and guidance; and
- (c) to facilitate communication between the members of the council's constituency and the council; and
- (d) to participate in the deliberations of the council and its community activities; and
- (e) to ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities.

Section 35 also provides that a member of the council has, no power to direct or control staff, or to interfere with the management of staff and a duty to act, at all times, in what the member genuinely believes to be the best interests of the council's constituency.

The following protocols and procedures have been developed:

- Lord Mayoral Correspondence and Records Handling Procedures
- Relations with the Public and Media
- Committing the Council or its Resources before getting Council approval
- Functions
- Communicating with staff



**Lord Mayoral Correspondence & Records Handling Procedures**

The following procedures have been developed for the handling of Lord Mayoral correspondence including emails.

**Opening Mail**

All letters addressed to the Lord Mayor (except those marked private or confidential) will be opened and recorded by the Corporate Information Section.

**Emails**

All external emails to the Lord Mayor about Council business will be recorded by the Lord Mayor's Executive Assistant. If the Lord Mayor's Executive Assistant does not have direct access to the Lord Mayor's emails then the Lord Mayor will forward those emails requiring registration.

**Processing Mail and Emails*****Category 1 -***

Correspondence from Government Ministers and other members of Parliament:

- copy to Lord Mayor for information
- copy to Chief Executive Officer or relevant General Manager to draft response from Lord Mayor
- reply to Lord Mayor for signature (Lord Mayor's Executive Assistant)

***Category 2***

Correspondence that is 'personal' in nature e.g. invitations, external interest of the Lord Mayor, requests for donations:

- to Lord Mayor for action (Lord Mayor's Executive Assistant)

***Category 3***

Correspondence from the general public in relation to Council business:

- copy to Lord Mayor for information
- copy to Chief Executive Officer or relevant General Manager for action
- reply to include words to the effect that 'the Lord Mayor has asked me to respond to your letter'.

***Customer Service Standards***

The standards require a response within 5 working days. In most cases this will require the Lord Mayor's Executive Assistant to acknowledge receipt of the letter.

***Responses***

Where drafting a response for the Lord Mayor (Category 1) judgement should be exercised so as to avoid bureaucratic language whilst still outlining Council's policy position. For example, a simple reply advising that the Council cannot assist with a grant is not sufficient.

The Lord Mayor will deal with draft responses within 2 working days.

If the Lord Mayor seeks a variation to the reply the letter should be returned to the CEO with comments so the matter can be reviewed.

If the Lord Mayor has neither signed and sent the draft response or sought to have the draft varied within 48 hours the draft may be withdrawn and redrafted for signature by the CEO.

#### *Use of Letterhead*

Council provides Lord Mayoral letterhead for use by the Lord Mayor in his or her capacity as the elected leader of the community.

Formal correspondence on behalf of Council, whether in response to a resident request or as an outcome of a Council resolution, must be on the Council's own letterhead.

#### *Legislation*

Correspondence to the Lord Mayor in the Lord Mayor's capacity as the 'Presiding Member' is a 'record of Council'. As such the correspondence and any response to it are part of Council's records and form part of its property.

Part of the Chief Executive Officer's responsibility under the *Local Government Act* is to maintain a register of correspondence and to ensure the correspondence is preserved.

Other legislation requires the preservation of correspondence and its availability for F.O.I. purposes.

### **Relations with the Public and the Media**

#### Media

The Local Government Act 2008 specifies that one of the roles of the Lord Mayor is to speak on behalf of the Council as the Council's principal representative and the Council's Media Policy also acknowledges the role of the Lord Mayor as the principal spokesperson of the Council. As such the Lord Mayor can request staff assistance in the preparation of media releases.

The Media Policy provides that:

- Council staff including those in the Communications and Marketing section shall not engage in any media activity which is deemed by the Chief Executive Officer to be specifically for the personal advantage of any Elected Member.
- Whilst representing Council within a media interview, Elected Members shall not express a personal point of view for the purposes of gaining personal or election advantage.
- Elected Members and Staff of Council are not to use or disclose information gained in the ordinary course of business of Council, in a way that may cause significant damage or distress to a person; damage to the interests of the Council or a person; or confer an unfair commercial or financial advantage on a person or business when dealing with the media.

- When speaking to the media Elected Members are required to: "make it clear whether or not they are representing Council in accordance with an adopted Council position, policy or procedure, or if they are presenting a personal viewpoint as an individual"

All aspects of communication by staff (including verbal, written or personal), involving Councils activities should reflect the status and objectives of that Council. Communications should be accurate and professional.

As a representative of the community, elected members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council.

In doing so, elected members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature must not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals or permits should only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately;
- when speaking to the community, or the media, they make it clear whether or not they are representing Council in accordance with an adopted Council position, policy or procedure, or if they are presenting a personal viewpoint as an individual;
- when expressing personal views care is taken not to show disrespect for the Council, its decisions, decision making process or other elected members and staff.

Care needs to be taken by the Lord Mayor or others when responding to media enquiries about matters which have yet to go to Council. In such circumstances it may be more appropriate to offer a personal opinion however such an opinion should be clearly identified as such.

### Public

The Lord Mayor has a number of roles some of which can, at times, be in conflict. For example part of the Lord Mayor's roles is to advocate on behalf of his or her constituents however the Lord Mayor is also the Council's principal spokesperson so statements made by the Lord Mayor may be seen as committing the Council to a course of action.

In dealing with the public the Lord Mayor should:

- reflect Council's position as well as his or her own personal view
- portray the Council in a positive light

- avoid committing the Council to any particular course of action (or committing Council's resource)
- avoid any admission of legal liability.

Avoidance of public criticism of individuals in a way that reflects on their competence or integrity is encouraged.

Two approaches are recommended for handling meetings with constituents depending upon the circumstances:

1. Lord Mayor meets with constituent. Listens to problems and commits to making enquiries. The matter can then be investigated and the Lord Mayor can then write to the constituent or arrange a follow up meeting (with or without the relevant General Manager).
2. Lord Mayor makes time for constituent to meet with Lord Mayor and relevant General Manager.

#### **Committing the Council or Council Resources before getting Council approval**

As the Lord Mayor has no direct authority to either:

- commit the Council to a course of action, or to
- commit Council resources, including staff time

The following procedure will apply:

- **Developing ideas, projects or proposals**  
Lord Mayor asks the Chief Executive Officer to list the item on the Agenda at a forthcoming meeting for consideration by Council. Council determines appropriate action which could include calling for a report.
- **Responding to Constituent (or other) Requests**  
Lord Mayor refers the matter to Chief Executive Officer or relevant General Manager for action. Actioning Officer will advise the Lord Mayor of outcome.

Note: The Lord Mayor should keep a short record of meetings held to be forwarded to records as a file note.

#### **Functions**

Subject to Council policy the guest list for Civic Receptions and other official functions will be at the discretion of the Lord Mayor.

#### **Communicating with Staff**

All staff are answerable to the Chief Executive Officer who is answerable to Council. The Lord Mayor's primary channel for communication with the administration will be through the Chief Executive Officer.

At the Chief Executive Officer's discretion the Lord Mayor may deal directly with the General Managers.

**Acting Lord Mayor**

Where the Lord Mayor is likely to be travelling outside of the municipality for any activity for a period in excess of 24 hours, notification be made to the Chief Executive Officer to enable appropriate arrangements for an Acting Lord Mayor.

**Community Committees**

Council will agree from time to time to support specific purpose community committees chaired by the Lord Mayor.

Where Council is approached by another level of government to head up a community based specific purpose committee or working party with Lord Mayor as Chairman and Council agrees to commit officer resources to facilitate the development of the committee, the General Manager Community & Cultural Services will delegate a responsible officer.

The Lord Mayor is then resourced by the Community & Cultural Services Department which develops and maintains the mailing list and committee member contacts as well as actioning decisions of the Committee, and providing and distributing minutes and agendas of the meetings.

The officer books meeting rooms, arranges Lord Mayor appointment times through the Lord Mayor's Executive Assistant, and arranges refreshments.

**Credit Card Usage**

The Lord Mayor will receive a corporate card which the Lord Mayor will use where other methods for purchase are inefficient or not available. When purchasing using this card compliance with Council's Credit Card Policy is required.

**Ex Officio Involvement with External Groups**

It is understood and accepted that due to the status and profile of the position of Lord Mayor, the incumbent will, from time to time be asked to become involved with community groups, committees and organisations.

Such involvement could include being patron, a member of a Committee, Chairman of an organisation or an advocate for a particular cause.

In accepting that this external community involvement is a legitimate function or role of the Lord Mayor, the Council does require that the Lord Mayor seek Council approval for that involvement should it involve:

- Interstate travel
- The use of Council resources in excess of the normal support services available to the Lord Mayor
- A politically sensitive or controversial matter

In considering any requests for such approval the Council will have regard to:-

- Costs implications to the Council
- Community benefit from the Lord Mayor's involvement

- The extent of time needed to satisfy the involvement.

### **Lord Mayoral Alternate**

Council will endeavour to provide an alternate member to represent the Lord Mayor at appropriate functions and meetings when the Lord Mayor is unable to attend.

In the event that neither the Lord Mayor nor the Deputy Lord Mayor is available to attend an official or social function, the selection of an Alderman to represent the Lord Mayor or Deputy Lord Mayor, be left to the discretion of those members.

### **Procedure**

- Invitations to the Lord Mayor received at the Civic Centre will be deemed to be invitations to the office holder and answered accordingly (It being understood that personal invitations would be sent to the Lord Mayor's private address).
- On occasions when the Lord Mayor indicates inability to accept an invitation, it will be replied to by mail or fax, thus:
  - "The Lord Mayor regrets s/he is unable to accept your kind invitation to attend ..... However, Alderman..... will be available to represent the Lord Mayor."
- The order of appointing a representative for the Lord Mayor will be:
  - Deputy Lord Mayor
  - Chairman of Committee Relevant to Occasion
  - Member of Committee Relevant to Occasion
  - Chairman of Another Committee
  - Any Other Available Aldermen

### **Partners Travel**

The Council acknowledges that there are occasions when it is proper and appropriate for the Lord Mayor's partner to accompany him or her on official Council business outside Darwin.

An example of this is attendance at the Annual Conference of the Council of Capital City Lord Mayors, however, there are other occasions when it could be appropriate or beneficial for the Lord Mayor to be accompanied by his/her partner. For example conferences, delegations or events that involve the attendance of other VIPs partners. From the Council's perspective being part of the Sister City delegations could be one such occasion.

All Council funded travel by the Lord Mayor must be approved by the Council prior to travel and should the Lord Mayor wish to be accompanied by his/her partner, approval for that expenditure must also be obtained prior to travel.

In the event that short notice or timing limitations prevent the processing of a Council decision the Chief Executive Officer is authorised to consult with the Deputy Lord Mayor and the Chairman of the 3 (three) Standing Committees and then make a decision regarding any travel request.

Business class travel shall be available to the Lord Mayor when travelling on Council approved and funded business but that business class travel shall not be transferable or re-allocated in such a way as to allow more than one person to travel within the equivalent cost to Council of the business class travel.

The Lord Mayor may, however, travel in economy class should he/she choose to do so.

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

Section 42 of the Local Government Act provides that the principal member of Darwin City Council shall have the title of Lord Mayor. Section 43 of the Local Government Act specifically addresses the role of the Lord Mayor as principal member whilst Section 35 addresses the role of Elected members generally.

## policy

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Title: *Lord Mayor*

Policy No: *018*

Adopted By: *Council*

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

Responsibility: *Chief Executive Officer*

Document Number:

Version	Decision Number	Adoption Date	History
2			
3			
4			

## 1 Policy Summary

This policy provides a framework for the Office of Lord Mayor in relation to protocols associated with the Office and Council's administrative arrangements.

The Policy addresses the following protocols:

- Committing the Council or its resources
- Relations with the media and public
- Ex Officio involvement with community groups
- Community Committees
- Functions
- Communicating with staff.
- Acting Lord Mayor
- Lord Mayoral alternate

The Policy also addresses the following administrative processes:

- Lord Mayoral correspondence
- Lord Mayor's travel
- Partner's travel expenses.
- Lord Mayor's vehicle



## 2 Policy Objectives

To establish protocols associated with the Office of the Lord Mayor and guide Council's administration to ensure compliance with legislative requirements.

## 3 Policy Statement

The role of the Lord Mayor or Principal Member is defined in Section 43 of the Local Government Act.

This Policy is designed to provide a framework for the operational aspects associated with the Office of Lord Mayor and its interaction with Council's administration.

### **Committing the Council or Council Resources**

In accordance with the Local Government Act, an elected member has no direct authority to either:

- commit the Council to a course of action, or to
- commit Council resources, including staff time

before getting Council approval.

The Lord Mayor can request the Chief Executive Officer to list an item on the Agenda at a forthcoming meeting for consideration by Council in order to progress the development of an idea, project or proposal. Council can then determine the appropriate action which may include calling for a report.

### **Relations with the Media and the Public**

#### Media

The Local Government Act 2008 specifies that one of the roles of the Lord Mayor is to speak on behalf of the Council as the Council's principal representative.

The Council's Media Policy also acknowledges the role of the Lord Mayor as the principal spokesperson of the Council.

#### Public

As the Council's principal spokesperson, the Lord Mayor must ensure that statements made do not commit Council or Council resources to a particular course of action.

In dealing with the public, the Lord Mayor must:

- portray the Council in a positive light
- reflect Council's position
- avoid public criticism of individuals in a way that reflects on their competence or integrity
- avoid any admission of legal liability

The Lord Mayor may express personal opinions but these must be qualified as such.

### **Ex Officio Involvement with External Groups**

The Lord Mayor may be asked to become involved with community groups, committees and organisations. Involvement may include being patron, a member of a committee, chairman of an organisation or an advocate for a particular cause.

In accepting that this external community involvement is a legitimate function or role of the Lord Mayor, the Council does require the Lord Mayor seek Council approval for involvement should it involve:

- international travel
- the use of Council resources in excess of the normal support services available to the Lord Mayor
- a politically sensitive or controversial matter

In considering any requests for approval Council will consider:

- cost implications to Council
- community benefit from the Lord Mayor's involvement
- the extent of time needed to satisfy the involvement

### **Community Committees**

Council may from time to time agree to support specific purpose community committees chaired by the Lord Mayor.

Council may be approached by another level of government to head up a community based specific purpose committee or working party with Lord Mayor as Chairman. Should Council agree to commit officer resources to facilitate the development of the committee, the Chief Executive Officer will delegate a responsible officer.

### **Functions**

Subject to Council policy, the guest list for Civic Receptions and other official functions will be at the discretion of the Lord Mayor.

### **Communicating with Staff**

All staff are answerable to the Chief Executive Officer who is answerable to Council. The Lord Mayor's primary channel for communication with the administration will be through the Chief Executive Officer.

At the Chief Executive Officer's discretion the Lord Mayor may deal directly with the General Managers and the Executive Manager.

### **Acting Lord Mayor**

Where the Lord Mayor is likely to be travelling outside of the municipality for any activity for a period in excess of 24 hours, the Lord Mayor shall notify the Chief Executive Officer in reasonable time to enable appropriate arrangements for an Acting Lord Mayor.

### **Lord Mayoral Alternate**

Council will endeavour to provide an alternate member to represent the Lord Mayor at appropriate functions and meetings when the Lord Mayor is unable to attend.

In the event that neither the Lord Mayor nor the Deputy Lord Mayor is available to attend an official or social function, the order of appointing a representative will be:

- Acting Lord Mayor (if appointed)
- Chairman of Committee relevant to occasion
- Member of Committee relevant to occasion
- Chairman of another Committee
- Any other available Aldermen

### **Lord Mayoral Correspondence & Records**

Part of the Chief Executive Officer's responsibility under the *Local Government Act* is to maintain a register of correspondence and to ensure the correspondence is preserved.

Other legislation requires the preservation of correspondence and its availability for F.O.I. purposes.

Correspondence to the Lord Mayor in the Lord Mayor's capacity as the 'Presiding Member' is a 'record of Council'. As such the correspondence and any response to it are part of Council's records and form part of its property.

All letters addressed to the Lord Mayor (except those marked private or confidential) will be opened and recorded by the Corporate Information Section.

All external emails to the Lord Mayor about Council business will be recorded by the Lord Mayor's Executive Assistant. If the Lord Mayor's Executive Assistant does not have direct access to the Lord Mayor's emails then the Lord Mayor will forward those emails requiring registration.

#### **Vehicle – Lord Mayor and Deputy/Alternate**

Council will make available to the Lord Mayor a Type 1 Luxury vehicle. In consideration of the fact that the Lord Mayor is on call at all times, the Council extends to the Lord Mayor usage of the vehicle (including all fuel and running costs) throughout Australia for other than official duties, including periods of absence on approved leave.

A private hire car will be made available to the Lord Mayor, and the Deputy Lord Mayor or other Elected Member officiating for the Lord Mayor, for travel to and from official functions.

#### **Lord Mayor's Travel**

Business class travel shall be available to the Lord Mayor when travelling on Council business.

Council approval is required for international travel.

#### **Partner's Travel**

The Council acknowledges that there are occasions when it is proper and appropriate for the Lord Mayor's partner to accompany him or her on official Council business outside Darwin.

Business class travel will be made available by Council for this travel.

## **4 Legislation, terminology and references**

Section 42 of the Local Government Act provides that the principal member of Darwin City Council shall have the title of Lord Mayor. Section 43 of the Local Government Act specifically addresses the role of the Lord Mayor as principal member whilst Section 35 addresses the role of Elected Members generally.

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## 15 OFFICERS REPORTS

### 15.2 No School – No Service

Report No. 11TC0069 MB:as (23/08/11) Common No. 2074102

*Report Number 11TC0069 MB:as attached.*

ENCL: YES

## DARWIN CITY COUNCIL

DATE: 23/08/11

### REPORT

TO: 2<sup>ND</sup> ORDINARY COUNCIL MEETING/OPEN

APPROVED:

FROM: EXECUTIVE MANAGER

APPROVED: BD

REPORT NO: 11TC0069 MB:as

APPROVED: MB

COMMON NO: 2074102

SUBJECT: NO SCHOOL – NO SERVICE

#### ITEM NO: 15.2

#### **SYNOPSIS:**

This report notes the Department of Education and Training initiative *No School – No Service* has been referred to the Youth Advisory Committee for advice.

This initiative is aimed at decreasing anti-social behaviour in retail areas and improving school attendance by enforcing the message children should be at school during school hours.

#### **GENERAL:**

##### **Background**

NT DET, in partnership with other government and non government organisations are keen to work with businesses and retailers throughout the Northern Territory on this initiative.

This initiative was introduced in Alice Springs in Semester 2, 2009 and more recently in Palmerston. **Attachment A**

DET has commenced discussions with local Darwin businesses and has proposed to roll this initiative out across the Topend.

A Leave Pass system is used for all compulsory aged school children in government and non government schools where they have permission to be away from school by the parent/carers for part of the day and are not being supervised by a responsible adult.

#### **FINANCIAL IMPLICATIONS:**

Nil.

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 SUBJECT: NO SCHOOL - NO SERVICE

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### **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**

1 Achieve Effective Partnerships and Engage in Collaborative Relationships

#### **Outcome**

1.1 Improve relations with all levels of Government.

1.2 Effectively engage with the community.

#### **Key Strategies**

1.1.3. Develop partnerships and joint projects with other levels of government.

1.2.1 Increase involvement in the Business Community for developing solutions to local issues.

1.2.2 Engage, communicate and work collaboratively with the community including schools.

### **LEGAL IMPLICATIONS:**

Nil.

### **ENVIRONMENTAL IMPLICATIONS:**

Nil.

### **PUBLIC RELATIONS IMPLICATIONS:**

Demonstrates strong governance, due diligence and accountability.

### **COMMUNITY SAFETY IMPLICATIONS:**

Nil

### **DELEGATION:**

Nil

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SUBJECT: NO SCHOOL - NO SERVICE

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**CONSULTATION:**

Acting General Manager Community and Cultural Services

**PROPOSED PUBLIC CONSULTATION PROCESS:**

Nil

**APPROPRIATE SIGNAGE**

Nil

**RECOMMENDATIONS:**

THAT it be a recommendation to Council:-

- A. THAT Report Number 11TC0069 MB:as entitled, No School – No Service be received and noted.
- B. THAT Council refers the No School – No Service to the Youth Advisory Group for advice.

**MARK BLACKBURN  
EXECUTIVE MANAGER**

**BRENDAN DOWD  
CHIEF EXECUTIVE OFFICER**

Any queries on this report may be directed to Mark Blackburn on 5516 or  
[m.blackburn@darwin.nt.gov.au](mailto:m.blackburn@darwin.nt.gov.au)





## **No School - No Service**

### **Brief:**

This initiative is aimed at decreasing anti-social behaviour in the retail community and improving school attendance by enforcing the message children should be at school during school hours. It was rolled out in Alice Springs in Semester 2, 2009.

NT DET, in partnership with other Government and Non-Government organisations are keen to work with businesses and retailers throughout the Northern Territory on this initiative to improve school attendance. Businesses and retailers, including Government and non-Government agencies that choose to proceed with the campaign would display signage in shop windows for example, showing that they support the 'No School – No Service' initiative. Participating businesses and retailers would be asked to refrain from serving children of compulsory school age, unless they are accompanied by a responsible adult or in possession of a school leave pass.

### **Business Need:**

There have been reports in the media of increased levels of anti-social behaviour by youth in business areas throughout the Northern Territory during school hours. Evidence shows that poor school attendance results in poor learning and achievement levels.

### **Project Outcome:**

The intended outcome of this project is that school attendance will improve throughout the Northern Territory as a result of businesses and retailers ( and other services such as the library and buses) not servicing children of legal school age and encouragement of students by businesses and retailers to return to school. This is aimed at compulsory school aged students (and their parents to encourage their children) to attend school.

### **Major Stakeholders:**

Aside from the families with children and the community, the key stakeholders in this initiative will be DET, NT Chamber of Commerce, Town Councils, NT Police and local businesses and retailers willing to assist in the implementation of No School No Service.

### **Key Performance Indicators:**

- Initiative launched and implemented
- A reduction in the number of young people loitering in public spaces and shopping areas during school hours on school days
- Improved school attendance
- A collaborative relationship between DET, Chamber of Commerce, NT Police and Palmerston City Council.

### **Monitoring Initiative:**

Feedback will be sought from retailers, businesses and police about numbers of youth loitering in public spaces and shopping areas during school hours on school days. It is hoped that regular meetings will be held with NTCC and DET to monitor the impact on retailers and businesses of the initiative. Feedback will also be sought from schools about the impact on schools, teachers and students of the initiative including leave passes and school attendance issues.



## **No School No Service**

The **No School No Service** initiative is aimed at improving school attendance by enforcing the message that children should be at school during school hours.

The No school No Service initiative will be enforced from Week 2, 2010 in Palmerston.

### **What is school age?**

School age is 6 years to the minimum compulsory school age.

Minimum compulsory school age is the completion of year 10 or the age of 17 – whichever is the earlier.

Where a student completes year 10 but has not yet reached the age of 17, they are required to attend school until they are 17 or may choose to engage in an alternative option involving approved training or employment to a minimum of 25 hours per week.

### **What shops will not serve children?**

Any shops that are part of the initiative in Palmerston will be clearly signed.

### **What are school hours?**




Monday to Friday, usually from 8am to 2.30pm but may vary depending on the school. No School No Service will not operate during school holidays.

### **What is a Leave Pass?**

This is a pass issued by schools to students who need to be out of school unaccompanied by a responsible adult or carer for part of the school day and has been pre-approved by the student's parent/carers.

### **What if a school-aged child is with an adult?**

School-aged children who are accompanied by a responsible adult can be served at any time.

  	<p>DEPARTMENT OF EDUCATION AND TRAINING</p> <p>School Stamp</p>	<p><b>LeavePass for partial absence from school</b></p> <p>Name <input type="text"/></p> <p>Reason <input type="text"/></p> <p>Signed Principal/Delegate <input type="text"/></p> <p>Valid Date(s) <input type="text"/></p>
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## **16 INFORMATION ITEMS AND CORRESPONDENCE RECEIVED**

### **16.1 LGANT Call for nominations to the NT Weeds Advisory Committee**

Document No. 2074074 (18/08/11) Common No. 2074074

THAT the incoming email from Local Government Association NT (LGANT) dated 18 August 2011, relating Call for nominations to the NT Weeds Advisory Committee, Document Number 2074074, be received and noted.

DECISION NO.20\() (30/08/11)



# LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

## PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, [cassie.cook@lgant.asn.au](mailto:cassie.cook@lgant.asn.au).

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION FORM

NT WEEDS ADVISORY COMMITTEE

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COUNCIL NAME:

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1. Agreement to be nominated

I, \_\_\_\_\_ agree to be nominated as a member of the

**NT Weeds Advisory Committee.**

Signature:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

2. Council Confirmation of Nomination

I, \_\_\_\_\_ the Chief Executive Officer

hereby confirm that \_\_\_\_\_

was approved by resolution of Council to be nominated as a member of the **NT Weeds Advisory Committee** at a meeting held on \_\_\_\_ / \_\_\_\_ /2011.

Signature:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

### 3. Nominee Information

The following information is required to enable the Executive to make an informed decision. A current curriculum vitae can be submitted in lieu of section 3 of the nomination form.

3.1 What is your current council position? \_\_\_\_\_

3.2 How long have you held your current council position? \_\_\_\_\_

3.3 How long have you been involved in local government? \_\_\_\_\_

3.4 What experience do you have that is relevant to this committee?

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3.5 Apart from your current position what other roles have you had in the local government sector?

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4. You agree to supply the Executive with a report on the committee meetings you attend?

I agree ☐ I Disagree ☐

5. Have you read and agree to the Outside Committee procedures

Yes ☐

# Northern Territory Weed Advisory Committee

## Terms of Reference

The Northern Territory Weed Advisory Committee will comprise a maximum of 12 members plus a Chair, appointed by the Minister for Natural Resources, Environment and Heritage. The Committee will:

- Develop draft weed management plans in consultation with the community and affected land managers
- Advise the minister on the progress of weed management issues throughout the NT and on other matters as the Minister may request from time to time
- Provide advice and recommendations in regard to proposed weed declarations
- Provide community based forums for strategic management of weeds on a regional basis; and
- Review the Northern Territory Weeds Management Strategy.

The Committee will regularly review its membership to ensure adequate representation of stakeholder groups.

Regional Weed Reference Groups will comprise a maximum of 8 members plus a chair. Members and Chair will be appointed by the Minister for Natural Resources, Environment and Heritage. Chair of the Regional Reference Group will also be appointed as a member of the Northern Territory Weed Advisory Committee. On a regional basis, Regional Weed Reference Groups will:

- Provide input to the NT Weed Advisory Committee on the drafting of weed management plans following consultation with the community and affected land managers;
- Provide advice to the NT Weed Advisory Committee on local and regional weed management issues and on other matters that may be requested from time to time;
- Provide advice and recommendations in regard to proposed weed declarations;
- Provide community based forums for strategic management of weeds; and
- Develop a weed management strategy for the region.

# NT WEEDS ADVISORY COMMITTEE

## 2011-2012 REPORT

**LGANT REPRESENTATIVE: ALDERMAN .....**

### Membership

The current Committee comprises

The Committee is chaired by

### Business

The main business of the Committee during 2011/2012 was to:

- ;
- ;
- ;
- .

### Future Focus

### Further Information

Contact:

Tel:

Email:

Website:



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**17      REPORTS OF REPRESENTATIVES**

**18      QUESTIONS BY MEMBERS**

**19      GENERAL BUSINESS**

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## **20 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 13 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\() (30/08/11)

## **21 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\() (30/08/11)

## **22 ADJOURNMENT OF THE MEETING (MEDIA LIAISON)**