Business Papers

Community & Cultural Services Committee Meeting

Monday, 18 May 2015
5:00pm
To the Lord Mayor and Aldermen

You are invited to attend a Community & Cultural Services Committee Meeting to be held in Meeting Room 1, Level 1, Civic Centre, Harry Chan Avenue, Darwin, on Monday, 18 May 2015, commencing at 5.00 pm.

B P DOWD
CHIEF EXECUTIVE OFFICER

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OPEN SECTION

Community & Cultural Services Committee Meeting – Monday, 18 May 2015

1. MEETING DECLARED OPEN

2. APOLOGIES AND LEAVE OF ABSENCE
   Common No. 2695036

   2.1 Apologies

   2.2 Leave of Absence Granted

   THAT it be noted that The Right Worshipful, The Lord Mayor, Ms K Fong Lim is an apology due to a Leave of Absence being previously granted on 17 March 2015 for the period 13 – 21 May 2015.

   DECISION NO.21() (18/05/15)

3. ELECTRONIC MEETING ATTENDANCE
   Common No. 2221528

   3.1 Electronic Meeting Attendance Granted

   Nil

4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 Declaration of Interest by Members
5. CONFIDENTIAL ITEMS

5.1 Closure to the Public for Confidential Items
Common No. 1944604
Nil

6. WITHDRAWAL OF ITEMS FOR DISCUSSION

COMMITTEE’S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Community & Cultural Services Committee Meeting held on MONDAY, 18 May 2015 be received and considered individually.

DECISION NO.21(18/05/15)

7. CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS COMMUNITY & CULTURAL SERVICES COMMITTEE MEETING

COMMITTEE’S DECISION

THAT the Committee resolve that the minutes of the previous Community & Cultural Services Committee Meeting held on Monday, 20 April 2015, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21(18/05/15)

8. BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS COMMUNITY & CULTURAL SERVICES COMMITTEE MEETING

8.1 Business Arising
Presenter: Family and Children's Services Coordinator, Tania Sellers

Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

The purpose of this report is to provide an overview and completion report of the Disadvantaged Job Seeker Traineeship Initiative.

LINK TO STRATEGIC PLAN

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

Goal
1. Collaborative, Inclusive and Connected Community

Outcome
1.1 Community inclusion supported

Key Strategies
1.1.6 Create employment opportunities within the Council for disadvantaged members of the Darwin community

KEY ISSUES

- The Disadvantaged Job Seeker Initiative commenced in July 2012 as a City of Darwin new initiative.
- The Initiative provided training and employment opportunities for disadvantaged and vulnerable members of the Darwin community.
- In 2013 the project received grant funding of $113,708 from the Northern Territory Department of Business.
- In 2014 the grant timeframe was extended to 30 March 2015.
- A total of 4 Indigenous jobseekers successfully completed the traineeship.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

A. THAT Report Number 15C0024TS:es entitled Disadvantaged Job Seeker Traineeship initiative, be received and noted.
B. THAT Council continue to support and develop employment opportunities, within Council, for disadvantaged community members.

BACKGROUND

The Disadvantaged Job Seeker Traineeship Initiative was endorsed through Council’s new initiative program. A budget of $50,000 for 3 years was endorsed to provide training and employment opportunities for disadvantaged and vulnerable members of the Darwin community.


In 2012/2013 two trainees undertook the Certificate III in Children’s Services, and various non-accredited training, and were employed casually with the Fun Bus program.

In July 2013, in addition to continued Council funding, Council received a grant from the Northern Territory Department of Business (DOB) to include an extra Children’s Services trainee and a mentor. Three trainees were supported from 2013 and the mentor completed the Certificate IV in Community Services.

DISCUSSION

Project Activity

The initiative was specifically aimed at increasing employment opportunities through real work experience, supported by formal accredited training outcomes. This work integrated learning model aimed to provide broad learning outcomes through practical experience opportunities.

The trainees attended Batchelor Institute of Indigenous Tertiary Education in one week study blocks once a month in order to complete the Certificate III in Children’s Services.

In addition to their studies, the trainees were provided with work experience opportunities through the Fun Bus and Fun in the Parks programs. By specifically employing Indigenous trainees for this work placement, the aims were to:

- Support Indigenous children and their families in accessing, and participating in the Fun Bus program.
- Increase the number of Indigenous children and families attending the Fun Bus.
- Support the provision of culturally relevant activities and a welcoming environment for Indigenous children and their families.
Program Successes
Success of the program has been measured across a number of different performance areas aligning with key project objectives:

- **Engagement of marginalised community members:** The project was successful in engaging with the target population. A total of 4 Indigenous Territorians successfully completed the program. All participants identified as being either long term unemployed, having limited work experience or experiencing challenges relating to socio economic disadvantage.

- **Real Work Experience:** Participation in the program enabled hands on work experience to support long term employment outcomes. Throughout the program all trainees participated in casual work within the Fun Bus program. They were required to provide support to Fun Bus staff in set up, delivery and pack down of the weekly Fun Bus program. As the trainees increased their confidence, they were able to provide ideas, share their culture and creative skills and give feedback on improving the service. The traineeship also included a one week placement at a local childcare centre to gain skills and knowledge working in a childcare centre.

- **Supporting Employment Opportunities:** All successful trainees now have the required qualifications to work in any childcare centre within Australia.

  Four trainees have gone on to gain employment in the children’s services field. This has included opportunities to undertake casual work within the Fun Bus program and other child care facilities around Darwin.

- **Accredited Training Outcomes:** Participation in the initiative has enabled accreditation in the area of children’s services. Four trainees successfully completed Certificate III in Children’s Services.

  One of the first trainees was subsequently employed at Council as a mentor. Within this role, the mentor was able to provide support to the next round of trainees and complete a Certificate IV in Community Services.

- **Increased Cultural Understanding and Knowledge:** The initiative provided Council staff with an opportunity to gain greater insight into culturally relevant practice and service delivery. The trainees were able to provide unique insights to aid activity development and engagement of Indigenous populations. The feedback from the Fun Bus Coordinators is that they have been an asset to the team.

  The children and families attending the Fun Bus program also gained a greater understanding of Indigenous culture and have been able to develop positive and respectful relationships with Indigenous women.

There were some unforeseen benefits that provided added positive outcomes within the program:
Fostering Development of Community Role Models: The trainees were positive role models for Indigenous children and families in the community. It was noted that when the trainees attended the Fun Bus program the attendance of Indigenous families increased.

Partnership Development: The program allowed for strengthened relationships within the children's services sector and more broadly with Indigenous organisations and job seeker support agencies.

Program Challenges

In evaluating the program, despite the many successes to celebrate, there were a number of challenges that had implications on the program. In evaluating, three key challenges were identified:

1. Level of trainee support required,
2. External challenges faced, and
3. Ability to provide ongoing employment

A significant amount of support for the trainees was required in order for trainees to be able to regularly attend work. This support was largely provided by Council's Family and Children's Services Coordinator in addition to her regular duties.

Support included assistance with getting to work, maintaining participant health and wellbeing, addressing personal issues and understanding the expectations of the workplace, throughout the program.

Managing study and work commitments proved challenging for the trainees, particularly when combined with:

- Family issues – managing grief and loss, violence, family pressure, school and childcare issues.
- Personal Wellbeing – poor diet and nutrition resulting in fatigue, increased contact with children resulting in illness.
- Accommodation – lack of permanent safe accommodation and overcrowding issues.
- Transport – the length of time using public transport to get to and from work averaging 15 hours a week.

Trainee retention proved challenging with three trainees unable to complete the program. Despite strong support from the mentor, the Family and Children's Services Coordinator and job seeker agencies their employment was ended due to an excess unscheduled absences from work. This had implications on delivery timeframes. The final trainees were delayed by 6 months due to replacement of terminated trainees.

Whilst the program clearly strengthened the trainees workplace skills and knowledge, there were no definitive assurances of ongoing employment upon
completion. Council does not have the capacity to ensure these employment pathways and has to date only been able to offer casual work opportunities.

The program intensively supported disadvantaged community members, any future Disadvantaged Job Seeker Initiatives will require extensive ongoing support, funding and additional staff resources and capacity to ensure success. Any future program should be supported and coordinated through People Culture and Capability.

**Program Completion – Implications for the Fun Bus program**

The trainee initiative was also implemented in response to the identified growing Fun Bus participation figures and high staff/child ratio in 2012. The additional staff provided through the trainee program ensured recommended safe staff/child recommended ratios were met and participant engagement activities implemented.

There is currently no staff/child ratio legislation or guidelines for playgroups; however the Playgroup Association of Australia recommends 20-25 children per staff member with a parent in attendance.

Below is a table that indicates the average child and adult rate of attendance for the 2010, 2012 and 2014 dry season:

<table>
<thead>
<tr>
<th>Day</th>
<th>Venue</th>
<th>2010 Dry season</th>
<th>2012 Dry season</th>
<th>2014 Dry season</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child</td>
<td>Adult</td>
<td>Child</td>
<td>Adult</td>
</tr>
<tr>
<td>Monday</td>
<td>Bagot Community</td>
<td>8</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Wanguri Park</td>
<td>45</td>
<td>31</td>
<td>51</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Water Gardens</td>
<td>83</td>
<td>60</td>
<td>101</td>
</tr>
<tr>
<td>Thursday</td>
<td>Yanyula Park</td>
<td>15</td>
<td>10</td>
<td>53</td>
</tr>
<tr>
<td>Friday</td>
<td>Civic Park</td>
<td>50</td>
<td>35</td>
<td>62</td>
</tr>
</tbody>
</table>

The families attending the Fun Bus program continue to increase in some locations. The Fun Bus free access structure (particularly when outdoors), means it is beyond Fun Bus staff control to limit or cap attendance.

With the trainee program ceasing, the Fun Bus program will need to employ additional casual staff during the Dry season to cater for the demand and ensure recommended safety levels are met. Additional budget will be allocated to employ casual staff.
A risk assessment was completed by the Families and Children Coordinator in 2012 and found inadequate staffing to participant attendance ratios may result in:

- Inability to engage, support and provide a positive role model to children and parents/carers.
- Diminished capacity to engage families and children who are difficult to reach or marginalised and risk in losing the families if not able to provide support.
- Inability to adequately disseminate information and refer families to other support services.
- Inability to adequately supervise large groups of children.
- Potentially higher risk of illness due to inability to maintain strong hygiene and clean practices.
- Inability to adequately supervise children and activities increase accidents.
- Increased work load, increases the potential for mistakes because staff become fatigued or stressed.

Council staff will continue to monitor and review the current staffing allocation in line with best practice principles.

Following the findings in this review, Council officers will utilise 2015 to further research and plan for appropriate future trainee programs delivered within Families and Children Services. Any future programs will be planned across Council Departments and with input from external stakeholders to:

- explore alternative models,
- develop appropriate support strategies, and
- plan learning and employment pathways.

CONSULTATION PROCESS

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

- Acting Manager Community Development
- Manager Technical Services
- Fun Bus Project Officer
- People Culture and Capability

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

A budget of $50,000 per annum over 3 years was originally endorsed as part of Council’s new initiative program. A total Council spend of $123,390 was recorded for the initiative between July 2013 to March 2015.
Additionally, Council received grant funding of $113,708 from Northern Territory Department of Business for one additional trainee and one mentor.

It is estimated that Council’s Family and Children’s Services Coordinator has dedicated approximately 5 hours a week supporting the Disadvantaged Job Seeker Traineeship.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The completion of the initiative has direct implications on Fun Bus staffing levels. Inadequate staff levels have implications on the quality of the service, supervisory ability and capacity to provide a safe inclusive environment for participants. Council will engage casual staff at peak times to mitigate these risks.

ENVIRONMENTAL IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

TANIA SELLERS  ANNA MALGORZEWICZ
FAMILY AND CHILDREN’S  GENERAL MANAGER
SERVICES COORDINATOR  COMMUNITY & CULTURAL
SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email:a.malgorzewicz@darwin.nt.gov.au.
CHILDCARE CENTRES MAINTENANCE UPDATE

REPORT No.: 15C0034 TS:es COMMON No.: 2189272 DATE: 18/05/2015

Presenter: Family & Children Services Coordinator, Tania Sellers

Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

This report provides an update on the current maintenance status of Council’s seven childcare centres.

LINK TO STRATEGIC PLAN

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

Goal
1. Collaborative, Inclusive and Connected Community
Outcome
1.1 Community inclusion supported
Key Strategies
1.1.1 Develop and support programs, services and facilities, and provide information that promotes community spirit, engagement, cohesion and safety

KEY ISSUES

- For over three decades, Council has operated in a landlord role, for seven community based childcare centre buildings.
- Council’s childcare centre infrastructure is aged. All are more than over 25 years old and require ongoing maintenance.
- Council has agreed to operate in a landlord capacity, inclusive of maintenance tasks.
- Given Council’s commitment to delivering high quality family and children’s support, additional support functions are delivered to support its childcare centres.
RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 15C0034 TS:es entitled Childcare Centres Maintenance Update, be received and noted.

BACKGROUND

Council supports seven childcare centres across the municipality by providing and maintaining the buildings in support of the provision of locally operated, community based childcare services. The Centres’ commenced a three year lease on 1 October 2014, which is set to expire on 30 September 2017. The lease is peppercorn with a nominal annual rental of one dollar ($1.00) per annum.

The Stuart Park, Parap, Mitchell Street and Karama buildings were built with joint Federal Government and Northern Territory Government (NTG) funding. Casuarina and Nightcliff buildings were built with NTG funding. The Malak Childcare Centre building which is co-located with Council’s Malak Community Centre was built with City of Darwin, Federal Government and NTG funding.

PREVIOUS DECISIONS

DECISION NO. 21\2077 (29/04/14)

Council’s Role in Community Childcare centres 2014
Report No. 14C0033 TS:rv (14/04/14) Common No. 2189272

B. THAT Council under lease extend the operation of the seven (7) Council Child Care Centre premises for a period of three (3) years from 1 October 2014 expiring at midnight on 30 September 2017.

C. THAT pursuant to Section 26 (2) of the Local Government Act 2013, Council, hereby authorises the affixing of the lease documents associated with the following listed Child Care Centres with Council’s Seal and all documentation be attested by signage of the Chief Executive Officer and the Lord Mayor –

Casuarina Child Care Centre Inc.
Karama Community and Children’s Centre Inc.
Malak Family Centre Inc.
Mitchell Street Child Care Centre Inc.
Nightcliff Family Centre Inc.
Parap Family Centre Inc.
Stuart Park Neighbourhood and Child Care Centre Inc.

D. THAT Council’s role as the sponsor of seven childcare centres be described within the Strategic Plan.
E. THAT Council write to the Parap and Nightcliff Family Centre to advise of the strategic intent with respect to Council’s role in childcare.

DECISION NO.20/3335 (19/10/10)

Discussion Paper – Council Child Care Centres
Report No. 10C0129 KH:kl (13/10/10) Common No. 1559411

A. THAT Report Number 10C0129 KH:kl entitled, discussion paper – Council Childcare Centres, be received and noted.

DISCUSSION

As landlord Council provides, maintains and oversees project management of major capital works. In addition to maintenance and infrastructure tasks, Council’s Family and Children’s Services Coordinator supports each centre through:

- advice on licensing requirements relating to the building and outdoor play area, grant funding applications and acquittals,
- engagement with the NTG and Environmental Health regarding licensing requirements relating to the building,
- coordination of quarterly network meetings with Directors to facilitate capacity building including the development of robust governance and peer networking,
- attendance at management committee meetings as required to represent Council’s interests as landlord, and
- advice on building maintenance priorities and actions in accordance with the National Quality Framework.

This support is provided within a capacity building model, which forms the basis for Council’s philosophy in supporting families and children. Council’s Family and Children’s Services Coordinator supports the centres to ensure provision of quality community service to maintain Council’s reputation and brand.

Facility Updates

Each centre has unique needs and aspirations. In order to maintain a high level of service to the community and respond to financial demands, Centre Management committees regularly work with Council staff to explore opportunities for relevant upgrade and renovations. Whilst there is aspiration to redevelop and grow, there is often a reluctance and inability to do so given the current three year lease arrangements. Despite this, some centres have conducted some major works to improve their service.

In 2014, Nightcliff Family Centre (NFC) received approval from Council to upgrade the building at the Centre’s cost. The extension of premises was completed in March 2015 and has increased the capacity from 45 to 65 full-time equivalent childcare places. NFC funded $320,000 to extend the building and upgrade the Centre to meet...
the Australia Building Code. To meet the current building code the Centre was required to install a disabled toilet and shower and widen doors. This cost the Centre approximately $100,000.

Parap Family Centre (PFC) has been engaged in a long term strategic redevelopment of the premises for the past 5 years. For the Centre to invest in a major capital upgrade of the building they have indicated a minimum 10 year lease would be needed to ensure they are able to capitalise on the expenditure investment. PFC have indicated they will invest $200,000 to upgrade the Centre to increase its current 42 places to 55 full-time equivalent childcare places if the Centre was to receive a 10 year lease.

Council received a draft redevelopment plan for the Malak Family Centre for information in May 2014. Council staff have also received additional anecdotal information from Casuarina Childcare Centre that they are also considering major redevelopment of the Centre, though no formal request has been received.

**Infrastructure Maintenance**

The table below describes Council’s total operational maintenance cost for all centres in terms of materials and labour across six years.

<table>
<thead>
<tr>
<th>Total Operational Maintenance Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/2010</td>
</tr>
<tr>
<td>2010/2011</td>
</tr>
<tr>
<td>2011/2012</td>
</tr>
<tr>
<td>2012/2013</td>
</tr>
<tr>
<td>2013/2014</td>
</tr>
<tr>
<td>July 2014/December 2014</td>
</tr>
<tr>
<td><strong>Total July 2009 to December 2014</strong></td>
</tr>
</tbody>
</table>

These figures illustrate Council’s investment in basic building maintenance of the seven centres. The 2014 - 2015 Maintenance budget for the seven childcare centres is $131,633. Council also allocates approximately $46,000 annually to provide for utility expenditure. There is no allocation for each centre as the budget is spent as requirements arise.
The table below illustrates the maintenance cost invested on each centre from July 2009 to December 2014.

<table>
<thead>
<tr>
<th>Centre</th>
<th>Operational Maintenance Expenditure</th>
<th>July 2009 – December 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casuarina Childcare Centre</td>
<td></td>
<td>107,240.30</td>
</tr>
<tr>
<td>Karama Childcare Centre</td>
<td></td>
<td>68,962.90</td>
</tr>
<tr>
<td>Malak Family Centre</td>
<td></td>
<td>242,779.30</td>
</tr>
<tr>
<td>Mitchell Street Childcare Centre</td>
<td></td>
<td>117,632.75</td>
</tr>
<tr>
<td>Nightcliff Family Centre</td>
<td></td>
<td>106,856.70</td>
</tr>
<tr>
<td>Parap Family Centre</td>
<td></td>
<td>92,319.34</td>
</tr>
<tr>
<td>Stuart Park Childcare Centre</td>
<td></td>
<td>170,443.71</td>
</tr>
</tbody>
</table>

**Capital Works Costs**

An asset audit was conducted across Council’s building portfolio, including childcare facilities, in 2013 that included an assessment of accessibility issues and non-compliance to current building code and design standards.

The table below illustrates the estimated cost per centre for capital upgrades and maintenance from 2014 to 2024. These costs are currently unbudgeted and are currently completed on a needs basis from the maintenance budget.

<table>
<thead>
<tr>
<th>Asset Name</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casuarina Child Care Centre</td>
<td>648,181</td>
</tr>
<tr>
<td>Karama Child Care Centre</td>
<td>590,751</td>
</tr>
<tr>
<td>Malak Family Centre</td>
<td>740,577</td>
</tr>
<tr>
<td>Mitchell Street Child Care Centre</td>
<td>999,049</td>
</tr>
<tr>
<td>Nightcliff Child Care Centre</td>
<td>657,221</td>
</tr>
<tr>
<td>Parap Family Centre</td>
<td>537,641</td>
</tr>
<tr>
<td>Stuart Park Child Care Centre</td>
<td>514,581</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>4,688,001</strong></td>
</tr>
</tbody>
</table>

The Audit of Disability Access Rectification Work Prioritisation schedule, at Attachment A, was developed to ensure accessibility standards are met.

**Grant Funding**

Centres can, and do, apply for Northern Territory Government and Federal Government grant funding to address license-related capital works upgrade, which sometimes require an additional financial contribution. As the building owner, Council approval in writing must be obtained for any building works. Council also project manages all grant funded works to a building.

The table at Attachment B shows the capital upgrade expenditure on all buildings and the funding source over the last 5 financial years.
Many of the centres have also received additional funding from the Northern Territory Government and Federal Government for shade structures and soft fall contributing to the centres’ capacity to meet minimum standard requirements. Upgrades include:

- Karama Childcare Centre (2012): upgraded outside play area - grant funding $32,000 and the Centre contributed $8,000 to upgrade.
- Malak Family Centre (2012): installed a shade structure and play equipment to the value of $50,000.
- Stuart Park Child Care Centre (2013): upgrade the centres toddlers outside play area, with a shade structure, sandpit, bike path and landscaping $75,000.
- Nightcliff Family Centre (2014): installed soft fall to the value of $10,000.
- 2014 Casuarina Child Care Centre: upgrade a playground at a cost $82,000 part NT Government Funding and Centre’s funding.
- 2015 Nightcliff Family Centre: extension to Building cost $320,000.
- 2015 Malak Family Centre: upgrade toddlers play area cost of $50,000.

**CONSULTATION PROCESS**

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

- Manager Technical Services
- Strategic Project Officer
- Team Coordinator Building Services
- Acting Manager Community Development

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

- Directors of Council Child Care Centres

**POLICY IMPLICATIONS**

Council’s Community Participation, Access and Inclusion Policy 008 guides the current service level applied to community childcare centres.

**BUDGET AND RESOURCE IMPLICATIONS**

In view of Council’s community service obligations, Council’s child care centres are leased to each centre’s community based Management Committee. The annual rental for the term of these agreements for each centre is one dollar per annum payable on the 30th day of June in each year during the term of the agreement if demanded by the Lessor.

As owners of the facilities, Council has responsibility for maintaining the buildings. Council’s Building Maintenance budget allocation for 2014/2015 for child care centre maintenance is $131,633, spread across the seven centres. Council also allocates approximately $46,656 to provide for utility expenditure.
RISK/LEGAL/LEGISLATIVE IMPLICATIONS
Nil

ENVIRONMENTAL IMPLICATIONS
Nil

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

TANIA SELLERS
FAMILY & CHILDREN SERVICES COORDINATOR

ANNA MALGORZEWICZ
GENERAL MANAGER
COMMUNITY & CULTURAL SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

Attachments:
Attachment A: Access Accessibility Rating
Attachment B: Childcare Centres Upgrades to the Building
Access Accessibility Rating  
A - Access for some users denied;  
B - Accessible but impeded to a degree;  
C - Functionally accessible but not compliant to current standards

<table>
<thead>
<tr>
<th>Asset Name</th>
<th>Car Parking Accessibility Rating</th>
<th>Access up to Building Rating</th>
<th>Access into Building Rating</th>
<th>Accessible Toilet Rating</th>
<th>Total Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karama Child Care Centre</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>A: No access for some potential users</td>
<td>A: No access for some potential users</td>
<td>Not present</td>
<td>$64,450</td>
</tr>
<tr>
<td>Malak Family Centre</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>A: No access for some potential users</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>$5,760</td>
</tr>
<tr>
<td>Mitchell Street Child Care Centre</td>
<td>Not present</td>
<td>D: Fully accessible and compliant to current design standards</td>
<td>A: No access for some potential users</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>$18,000</td>
</tr>
<tr>
<td>Nightcliff Family Centre</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>B: Accessible but impeded to a degree</td>
<td>A: No access for some potential users</td>
<td>Not present</td>
<td>$65,900</td>
</tr>
<tr>
<td>Parap Family Centre</td>
<td>C: Functionally accessible but not compliant to current design standards</td>
<td>B: Accessible but impeded to a degree</td>
<td>A: No access for some potential users</td>
<td>Not present</td>
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<td>Child Care Centre</td>
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<td>Accessible but impeded to a degree</td>
<td>No access for some potential users</td>
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# Childcare Centres Upgrades to the Building

## 2009 - 2010

<table>
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<td>Upgrade of Children's Bathroom</td>
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<td>272.73</td>
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## 2010 - 2011

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<td>Babies Bathroom renovation</td>
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<td>Maintenance</td>
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<td>Disabled Access</td>
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## 2012 - 2013

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## 2013 – 2014

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<td>14kw Split system air conditioner</td>
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<td>Split system air conditioner</td>
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## July to December 2014

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<td><strong>NIL</strong></td>
<td><strong>NIL</strong></td>
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<table>
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<tr>
<td><strong>July to December 2014</strong></td>
<td><strong>NIL</strong></td>
<td><strong>NIL</strong></td>
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REPORT No.: 15C0063 KS:kl COMMON No.: 2946123 DATE: 18/05/2015

Presenter: Community Events Coordinator, Kylie Salisbury
Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

The purpose of this report is to provide a review of the 2014 Christmas Events Program and seek Council endorsement for the planned 2015 activities.

LINK TO STRATEGIC PLAN

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

Goal
1. Collaborative, Inclusive and Connected Community

Outcome
1.1 Community inclusion supported

Key Strategies
1.1.1 Develop and support programs, services and facilities, and provide information that promotes community spirit, engagement, cohesion and safety

KEY ISSUES

- The 2014 Lord Mayor’s Christmas Tree Lighting and Christmas in the Mall community events were not well supported.
- The Santa’s Cave in its inaugural year exceeded expectation and proved very popular with both parents and children.
- Following review of the 2014 program a 2015 Draft Christmas Events Program (Attachment C) has been developed.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

A. THAT Report Number 15C0063 KS:kl entitled Review of Christmas Events, be received and noted.

BACKGROUND

City of Darwin provides Christmas activities and celebrations as part of its annual events program. The Christmas program encourages a collaborative and connected community and enhances cultural richness in the community in line with Council’s strategic goals.

DISCUSSION

As part of City of Darwin’s 2014 Christmas celebrations there were four (4) signature events held in the city. The Santa at the Wave Lagoon event was held in conjunction with the Darwin Waterfront. The other three events were organised by Council and occurred in The Mall and City of Darwin Libraries. All events were advertised on Council’s website and social media networks and through flyers (Attachment A) on Council notice boards. The Council organised events were:

*The Christmas Tree Lighting Ceremony*
This event was held in The Mall on Friday 5 December 2014 from 5.30pm – 7.30pm. The event aimed to attract an audience of young families. Attendance was poor and the format proved too long for young children, with the tree not being lit up until 7.15pm. The event timing also created difficulties in securing performers for the evening.

*Christmas in The Mall*
This event was held Saturday 6 December 2014 10.00am – 1.00pm. Again, there was poor attendance at this event, with the event competing with other free activities in Darwin. There was difficulty in securing performers, in particular school groups, to participate. Engagement with the retail association and Mall traders was problematic and resulted in little to no participation from Mall traders.

*Santa’s Cave in The Mall*
This was the inaugural year for Santa’s Cave, which was located in a shopfront in The Mall, fitted out with wood panelling, imitation snow and Christmas decorations and included a giant donated Christmas stocking as a raffle prize. The opening on Monday 15 December 2014 included the Fun Bus, balloon artists, face painting, City of Darwin Libraries mascot Dewey and Paige and City of Darwin giveaways. Santa’s cave was open from Monday 15 to Wednesday 24 December 2014 from 9.30am – 12.00pm (Attachment B).

Santa’s Cave exceeded expectation with over 200 visitors per day over the 10 day period. Adults and children were delighted with the air-conditioned wonderland and this resulted in strong attendance and positive feedback for Council.
Prize raffle for the Christmas stocking

Santa's chair and decorations

Based on the review of the 2014 events, a revised 2015 Draft Christmas Events Program has been developed (Attachment C). The proposed family event will be planned in consultation with key stakeholders for the early evening of Friday 11 December 2015.

Face painting, balloon artists, circus performers and activities will be throughout The Mall, and will include the opening of Santa’s Cave by the Lord Mayor and Santa.
This family event will be designed to generate media exposure to promote Santa’s Cave. Santa’s Cave activities will then be extended with longer opening times and daily activities in The Mall to keep children entertained while waiting for their photo with Santa.

CONSULTATION PROCESS

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

- Manager Liveability
- Community Developments Project Officer
- Children and Family Services Officer

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

- The Exhibitionist
- Juz Promotions

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

Christmas activities and events are part of the City of Darwin annual events program, in 2014 there was an allocated operational budget of $129,400. This amount provides funding for all decorations, services and events regarding Christmas.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil
COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

KYLIE SALISBURY
COMMUNITY EVENTS COORDINATOR

ANNA MALGORZEWICZ
GENERAL MANAGER
COMMUNITY & CULTURAL SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

Attachments:

Attachment A: 2014 Christmas Events Program
Attachment B: 2014 Santa’s Cave Flyer
Attachment C: 2015 Draft Christmas Events Program
Celebrate Christmas in the city!

Lord Mayor’s Christmas Tree Lighting
Friday 5 December
5.30pm - 7.00pm

Don’t miss the Lord Mayor’s Lighting Ceremony in The Mall this Christmas. Visit darwin.nt.gov.au or follow City of Darwin on Facebook and Twitter to find out more.

Santa’s Tour of Darwin
Monday 15 December to Wednesday 24 December 9.30am - 12.00pm

Santa will bring Christmas cheer to The Mall in the lead up to Christmas. He will also be visiting the four Darwin libraries from 10.00am between Monday 8 and Thursday 11 December. Bring your camera and your Christmas wishes! Visit darwin.nt.gov.au for more details or follow City of Darwin on Facebook and Twitter.

Christmas in The Mall
Saturday 6 December
10.00am - 1.00pm

Get into the spirit of Christmas in the City with exciting family fun and entertainment in The Mall and Raintree Park including:

* Jumping castles
* Stilt walkers and fairy fun
* Face painters
* Live music
* Santa’s arrival!

Visit darwin.nt.gov.au for more details or follow City of Darwin on Facebook and Twitter.

Santa at the Wave Lagoon, Darwin Waterfront
Sunday 14 December & Sunday 21 December
11.00am - 2.00pm

Put on your togs and get ready to join the Santa Fest at Darwin’s Wave Lagoon. Enjoy loads of fun including:

* A disco party with dance competitions
* Christmas craft activities
* Games with prizes up for grabs and
* Christmas treats from Santa!

Santa will also make an appearance at precinct restaurants and cafes. Normal entry fees apply to the Wave Lagoon.

Like Darwin Waterfront on Facebook or visit the website waterfront.nt.gov.au.
Santa’s Cave
IN THE MALL

GRAND OPENING
OF SANTA’S CAVE
Monday 15 December @ 9.30am
Activities start @ 9.00am to 10.30am
face painting
balloon twisting
kids activities
free gift from Santa

Santa’s Cave will be open
15 to 24 December
9.30am to 12noon

Santa at the Wave Lagoon
Darwin Waterfront
14 and 21 December
11.00am to 2.00pm

For more information contact Kylie on 89300684
or visit www.darwin.nt.gov.au
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Activities</th>
<th>Venue</th>
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<td>Fri 11 Dec</td>
<td>6.30 – 8.00pm</td>
<td>Family Event</td>
<td>Proposed Activities</td>
<td>Venue Option 1 – secure shopfront in Smith St Mall</td>
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<td>Opening of the Christmas in The Mall children’s activities and Santa’s Cave</td>
<td>Face painting, balloon artists, circus performers, fun bus, entertainment</td>
<td>Option 2 – A fully secure Marquee in an area to be determined in Smith St Mall</td>
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<td></td>
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<td>Lord Mayor and Santa to officially open Santa’s cave</td>
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<tr>
<td>Sat 12 Dec</td>
<td>9.30am–12pm</td>
<td>Santa Cave open for families to visit</td>
<td>Face painting, balloon artists, circus performers, fun bus, entertainment</td>
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<td>Sun 13 Dec</td>
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<td>Santa at waterfront</td>
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<td>Mon 14 – Sat</td>
<td>9.30 – 11am</td>
<td>Santa Cave open for families to visit</td>
<td>Face painting, balloon artists, circus performers, fun bus, entertainment</td>
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<tr>
<td></td>
<td>11.30 – 1pm</td>
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<tr>
<td>Sun 20 Dec</td>
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<td>Santa at Waterfront</td>
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<tr>
<td>Mon 21 – Thurs 24 Dec</td>
<td>9.30 – 11am</td>
<td>Santa Cave open for families to visit</td>
<td>Face painting, balloon artists, circus performers, fun bus, entertainment</td>
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CIVIC PARK MOBILE FOOD VAN TRIAL 2015 EXPRESSION OF INTEREST

REPORT No.: 15C0064 AH:kl COMMON No.: 1790486 DATE: 18/05/2015

Presenter: A/Manager Community Development, Amber Herrmann
Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE
The purpose of this report is to provide an update on the Expression of Interest process for the Civic Park Mobile Food Van Trial 2015.

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

Goal
4 Historic and Culturally Rich City
Outcome
4.2 Community life rich in creativity
Key Strategies
4.2.1 Encourage the growth and development of the arts

KEY ISSUES
- Council sought expressions of interest (EOI) from mobile food van operators wishing to participate in an eight week trial of mobile food vans in Civic Park
- A total of 12 EOIs were received within the application period
- Based on the panel assessment the vendors My Sisters' Kitchen, Hip Hip Brulee, The Buda Bar and The Veggie Galley have been selected for the trial.

RECOMMENDATIONS
THAT the Committee resolve under delegated authority:-

THAT Report Number 15C0064 AH:kl entitled Civic Park Mobile Food Van Trial 2015 Expression of Interest, be received and noted.
BACKGROUND

PREVIOUS DECISIONS

DECISION NO. 21\3117 (31/03/15)

*Trial Mobile Food Vendor Program, Civic Park 2015 Dry Season*
Report No. 15C0040 SC:es (23/03/15) Common No. 1790486

THAT Report Number 15C0040 SC:es entitled, *Trial Mobile Food Vendor Program, Civic Park 2015 Dry Season* be received and noted.

DECISION NO. 21\2812 (17/11/14)

*Civic Park – Pop Up Food Vans and Review of Use by Darwin Festival*

B. THAT Council, in accordance with the Mobile Food Vending Policy, trial the operation of mobile food vending in Civic Park for the 2015 Dry Season, with a review at the completion of the trial.

DECISION NO.21\2567 (26/8/14)

*Civic Park*
Common No. 2701557

THAT a report be prepared by the end of 2014 regarding the potential to utilise Civic Park in the 2015 Dry Season to support a weekly evening pop up food van destination.

DISCUSSION

The Trial Mobile Food Van Program (the Trial) in Civic Park is an initiative from the Civic Park Cultural Usage Plan. The Trial aims to:

- Activate the City of Darwin CBD on a Friday evening in the dry season,
- Stimulate the local economy,
- Encourage mobile food vending while maintaining support for existing businesses,
- Enable cultural experiences that encourage social interaction, and
- Enhance the community’s sense of safety and wellbeing.

Council sought expressions of interest (EOI’s) from mobile food van operators wishing to participate in the trial. Council Officers contacted the current mobile food vendor list and advertised via a number media outlets including Facebook, City of Darwin Website and the NT News. Applicants were required to address the selection
criteria contained in both the Mobile Food Vending Policy and the Trial Program Guidelines (Attachment A).

A total of 12 EOI's were received within the application period. EOI's were initially assessed to ensure legal requirements of the application were met (Insurance cover and certificate to operate from the Department of Health and Community Services). Following this, a panel met to review EOI's against the selection criteria and scored each individually. The Trial selection process differed from the regular mobile food permit process as the trial is aimed at creating a specific ‘experience’ that enhances and activates the park.

The following vendors were selected as the stand out applicants:

- **My Sisters’ Kitchen (Indian Style):** A social enterprise project that provides opportunities for former refugees to share their culture and promote cross cultural understanding. They serve a variety of Indian style foods with many of the ingredients sourced from the community garden in Malak. They set up in a colourful caravan constructed from recycled materials. [http://www.darwincommunityarts.org.au/msk](http://www.darwincommunityarts.org.au/msk)

- **Hip Hip Brulee (Tropical Desserts):** This completely self-sufficient wagon will be launching their product at the trial. They offer a variety of tropical brulee desserts made by a qualified Chef and flamboyantly torched to order. They are passionate about using local product and put as much back into their compost as possible.

- **The Buda Bar (Healthy smoothies, snacks and sweets):** The team at Buda Bar are committed to connecting people through healthy, free trade and organic food products. Whether you are looking for a dessert or after work snack, their nutritious smoothies, cakes and snacks are all unprocessed and homemade. The vintage caravan, lanterns, picnic rugs and Bocce set up harks back to the ‘good old days’ where food was simple.

- **The Veggie Galley (Vegetarian BBQ):** This steam punk style pirate ship brings with it a theatrical style of dining all in the name of fun and good food. The hearty vegetarian fare makes the most of healthy local produce. The ship has been built entirely of recycled material and is committed to a sustainable approach to food. [https://www.facebook.com/theveggiegalley](https://www.facebook.com/theveggiegalley)

These applicants all displayed a strong commitment to the values of the program and offered unique experiences for customers. Based on the panel assessment the vendors My Sisters' Kitchen, Hip Hip Brulee, The Buda Bar and The Veggie Galley have been selected for the trial.

All applicants have been informed of the results of the EOI process.
The Trial will run for 8 weeks starting Friday 22 May 2015 and coincides with ‘Live on Fridays’ at Browns Mart.

CONSULTATION PROCESS

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

- General Manager Community & Cultural Services
- Coordinator Arts and Cultural Development

POLICY IMPLICATIONS

The current Mobile Food Vending Policy and Assessment Criteria and additional guidelines were used for the trial program.

BUDGET AND RESOURCE IMPLICATIONS

Promotion and marketing of the trial program will be captured within current operational budgets and include promotion through established online networks and distribution lists.

Further resources will be required to capture data, survey responses and anecdotal evidence during the course of the trial which will also come from current operational budget allocations within Community and Cultural Services.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil
COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

AMBER HERRMANN  
A/MANAGER COMMUNITY DEVELOPMENT

ANNA MALGORZEWICZ  
GENERAL MANAGER COMMUNITY & CULTURAL SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

Attachments:

Attachment A: Mobile Food Vending Policy and the Trial Program Guidelines
Title: Mobile Food Vending

Policy No: 079

Adopted By: Council

Next Review Date: 29/07/2018

Responsibility: General Manager, Corporate Services

Document Number: 2957088

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<td>29 July 2014</td>
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1 Policy Summary

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

2 Background

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

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

Part 2.8.(1) Meaning of food business

In this Act:
food business means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:
(a) handling food intended for sale; or
(b) selling food,
regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves handling or selling food on one occasion only.

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

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

The key policy objectives are:

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

4 Policy Statement

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

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

and

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

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

1. Category of operation

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

2. Duration of operation

   a) Single Event Permit – issued for a single occasion
   b) Short-term or Seasonal Permit – issued for two or more repeat operations in a given period of time
   c) Annual Permit – issued for repeat operations over the course of one year.
Permits in the central business district will generally be restricted to outside normal business hours, weekends and public holidays. Permits in residential areas will be restricted to hours of operation that preserve neighbourhood amenity and do not cause a general disturbance.

5 Legislation, terminology and references

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

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

- Policy No. 011 Outdoor Dining
- Policy No. 042 Outdoor Advertising Signs Code

City of Darwin Fees and Charges Register

6 Evaluation and review

The Mobile Food Vending Policy will be reviewed within the term of the Council.
The City of Darwin’s *Mobile Food Vending Policy* (Policy No. 079) provides a set of clear objectives for Mobile Food Vending in the municipality and identifies an appropriate operating framework and fee structure. The Policy is supported by these criteria against which all Mobile Food Vending permit applications (including applications for permit renewal) will be assessed.

The criteria are as follows:

1. **Business**

   1.1 The business must provide for the sale of food and or non-alcoholic drink only.

   1.2 The applicant must have a registered business name and ABN and be registered with the Department of Health.

   1.3 The applicant must have (or provide on confirmation of Council’s intention to grant a permit) public and product liability insurance for the amount of at least $20 million.

   1.4 The applicant must demonstrate a community and business need for the proposed Mobile Food Vending operation.

   1.5 If the applicant is a not-for-profit or charitable organisation, the applicant must demonstrate its bona fides.

2. **Location**

   2.1 The proposed operating site(s) must be suitable for the purpose of Mobile Food Vending and not be in an excluded area.

   2.2 The proposed facility and activities **must not** compromise public safety, cause obstruction or impede the flow and use of the area by pedestrians, road users, emergency response personnel, maintenance crews, patrons and staff of surrounding businesses, occupants of and visitors to surrounding residential properties, and other street activities.

   2.3 Exemptions may be made to access to parking spaces for operations that support and promote the night time economy in the central business district.

3. **Amenity and Appearance**

   3.1 All applications must include a detailed site plan of the proposed operation, including the vehicle or food vending facility and the proposed area(s) of operation.

   3.2 The proposed Mobile Food Vending operation **must not**:  
   - compromise pedestrian and traffic flow or obstruct access to parking, taxis, and bus and loading zones;
Assessment Criteria
Mobile Food Vending Applications

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

4. Operating Days and Times

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

The proposed days and times of operation must not compromise:

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

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

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

5. Advertising and Marketing

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

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

6. Cleaning, Maintenance and Waste Management

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

6.2 All applications must include a waste management procedure. (Waste generated by food preparation activities is not to be disposed of in City of Darwin waste receptacles or drains.)
TRIAL MOBILE FOOD VENDOR PROGRAM CIVIC PARK, 2015 DRY SEASON

PROGRAM GUIDELINES AND CRITERIA

PROGRAM VALUES

The following values underpin the City of Darwin Trial Civic Park Mobile Food Vendor Program.

These values will be used to inform the selection process for vendors applying to participate in the program. They aim to ensure a high quality experience for customers and the community while maintaining a high standard of participation by mobile food vendors.

Diversity - The program offers a unique culinary experience in an innovative way that increases the diversity of mobile food vendor options.

Innovation – The program offers a unique cultural experience through creative presentation of vehicles and menus.

Quality – The program incorporates and promotes fresh and healthy ingredients into a quality food experience.

Sustainability – The program incorporates and promotes ethical, environmental and sustainable practices.

Value – The program adds economic and cultural value to the city by activating Civic Park in addition to already established sites in the lead up to the dry season and festival activities in the Park.

PROGRAM AIMS

The City of Darwin Trial Mobile Food Vendor Program in Civic Park aims to:

- Activate the City of Darwin CBD on a Friday evening in the dry season
- Stimulate the local economy
- Encourage mobile food vending while maintaining support for existing businesses
- Enable cultural experiences that encourage social interaction
- Enhance the community’s sense of safety and wellbeing
**SELECTION CRITERIA**

Successful applicants will be chosen by a selection panel. The panel will be looking to select 4 vendors in accordance with the Mobile Food Vending Policy Assessment criteria. In addition to this, preference will be given to:

- applicants offering an unique experience or product to customers (including the use of healthy food)
- applicants presenting a well-designed, professional, creative, artistic setup.
- applicants using sustainable packaging and processes, including the use of Northern Territory produce where possible.
- innovative start-up businesses.

Please ensure you provide evidence in your application to support the selection criteria.

**Scope of the Trial**

Key program details are contained in the table below

<table>
<thead>
<tr>
<th>Trial Site</th>
<th>Civic Park</th>
<th>See map Attachment A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trial Period</strong></td>
<td>22 May – 10 July (inclusive)</td>
<td>8 week program</td>
</tr>
<tr>
<td><strong>Days of Operation</strong></td>
<td>4.30pm – 9pm Friday Only</td>
<td></td>
</tr>
<tr>
<td><strong>Expression of Interest</strong></td>
<td>Opens 15 April 2015, closes 5 May 2015</td>
<td>Guided by Mobile Food Vending Policy assessment and selection criteria</td>
</tr>
<tr>
<td><strong>Point of contact for enquiries</strong></td>
<td>89300 556</td>
<td>See frequently asked questions in Attachment B</td>
</tr>
<tr>
<td><strong>Permit regulations and compliance</strong></td>
<td>As per regular permit compliance procedure</td>
<td></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>As per regular permit application conditions</td>
<td></td>
</tr>
<tr>
<td><strong>Total No. of Mobile Vans permitted</strong></td>
<td>4 in total</td>
<td></td>
</tr>
<tr>
<td><strong>Power available to sites No Generators allowed on site</strong></td>
<td>Will be set up from Browns Mart power source</td>
<td></td>
</tr>
</tbody>
</table>
MINUTES AMBON SISTER CITY COMMUNITY COMMITTEE 23 APRIL 2015

REPORT No.: 15C0061 HB:kl COMMON No.: 3098528 DATE: 18/05/2015

Presenter: Senior Community Development Officer Liveability, Hayley Barich

Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

The purpose of this report is to present the minutes (Attachment A) of the Ambon Sister City Community Committee meeting held 23 April 2015 for Council’s information and detail recommendations arising for Council’s consideration.

LINK TO STRATEGIC PLAN

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

Goal
4 Historic and Culturally Rich City

Outcome
4.2 Community life rich in creativity

Key Strategies
4.2.2 Embrace national and international relationships

KEY ISSUES

- Minutes of the Ambon Sister City Community Committee.
- Allocation of Committee budget to reciprocal student and teacher exchange and Ambon Night.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

A. THAT Report Number 15C0061 HB:kl entitled Minutes Ambon Sister City Community Committee 23 April 2015, be received and noted.

B. THAT the Ambon Sister City Community Committee annual budget is allocated to the following projects:
I. $3500 for a reciprocal student exchange between Kormilda College in Darwin and SMA Negeri 5 Ambon.

II. $500 towards Ambon Night celebrations held in conjunction with the Indonesian Consulate 3 September 2015.

BACKGROUND

Previous Decisions

DECISION NO. 21\2389  (21/07/14)

Ambon Sister City Community Committee - Student Exchange & Ambon Night
Report No.14C0058 HB:kl (21/07/14) Common No. 2513664

B. THAT Council allocate $3500 from the 2013/14 Ambon Sister City Community Committee Budget towards the reciprocal student and teacher exchange between SMA Negeri 5 Ambon and Kormilda College in 2014.

C. THAT Council allocate $500 from the 2013/14 Ambon Sister City Community Committee Budget towards Ambon Night to be held on 21 August 2014 prior to the Darwin to Ambon Yacht Race and in recognition of the 25th Anniversary of the Darwin signing of the Ambon and Darwin Sister City Agreement.

D. THAT a further $1500 be allocated from the Sister Cities operating budget towards the Ambon Night 2014.

DECISION NO.21\1187  (25/06/13)

Minutes Sister City Community Committee Meetings - Dili 21 May, Ambon 23 May 2013, Committee Focus, Ambon Night
Report No. 13C0055 HB:es (17/06/13) Common No. 2513664

E. THAT the Ambon Sister City Community Committee recommends that up to $1000 is allocated towards the proposed Ambon Night to be held in July 2013 prior to the Darwin to Ambon Yacht Race.

DECISION NO. 21\818  (26/02/13)

Minutes Ambon Sister City Community Committee – 29 November 2012, Students Exchange, Harmony Day
Report No. 13C0003 HB:es (18/02/13) Common No. 2395128

D. THAT the Ambon Sister City Community Committee recommends that $3500 is allocated to the Ambon to Darwin students and teacher exchange program for 2013.
DISCUSSION

The Ambon Sister City Community Committee met 23 April 2015. At this meeting the Committee determined project priorities for 2015 and allocated budget, timelines and responsibilities (Attachment B). The Committee also discussed possible activities to commemorate the 70th anniversary of the liberation of Gull Force, Harmony Day and the upcoming Sister Cities Australia Awards. The following report provides details of the recommendations arising.

Student and Teacher Exchange

**Project Objective**
The project aims to build the capacity of students, teachers and the wider community in the areas of language and cross-cultural communication and to increase person-to-person linkages between Ambon and Darwin.

**Background**
In 2011, 2012 and 2013 the City of Darwin, in partnership with Kormilda College, supported the short term exchange of two students and a teacher from SMA Negeri 5 Ambon to visit Darwin. In 2013 the Mayor of Ambon gave an undertaking to support two students and one teacher from Kormilda College to visit Ambon in September 2014 after the Ambonese students had been hosted at Kormilda. The Ambon Sister City Community Committee and Kormilda College were pleased with the proposal and were happy to support the exchange in 2014. The 2014 reciprocal exchange ran smoothly and both schools were very happy with the opportunity afforded to their students. All parties would like to undertake another reciprocal exchange in 2015.

**Project Plan**
Two students and a teacher, selected by SMA Negeri 5, are invited by Council to participate in a four week exchange to Darwin. The students and teacher will undertake a homestay where they will be billeted by families from Kormilda College. Council will work with Kormilda and the Indonesian Consulate to develop a program of social activities for the students and teacher during their time in Darwin.

Two students and a teacher, selected by Kormilda College, will be invited by the Mayor of Ambon to participate in a two week exchange to Ambon. The students and teacher will undertake a homestay where they will be billeted by families from SMA Negeri 5 Ambon. The exchange dates are yet to be finalised and will be at mutually agreeable times for all parties and take into consideration school holidays and student and teacher commitments.

During the exchange, Kormilda College and SMA Negeri 5 Ambon with support from City of Darwin and Ambon City will explore the opportunity to develop a 3 year Memorandum of Understanding for the exchange.
Stage | Timeline | Resources
--- | --- | ---
Planning of exchange program and selection of candidates including draft MOU. | May – July 2015 | City of Darwin, SMA N5, City of Ambon, Kormilda College, Indonesian Consulate
Pre-departure briefing including skype link up. | Dates to be confirmed | City of Darwin, SMA N5, City of Ambon, Kormilda College, Indonesian Consulate
In-Country (Ambon students in Darwin) Including courtesy visit with Lord Mayor | Dates to be confirmed (4 weeks) | Kormilda College, Ambon Sister City Community Committee, Indonesian Consulate, City of Darwin, $3500
In-County (Darwin students in Ambon) | Dates to be confirmed (2 weeks) | Kormilda College, SMA N5, Ambon Sister City Community Committee, Indonesian Consulate, $3500
Post assignment evaluation | Dates to be confirmed | City of Darwin, SMA N5, City of Ambon, Kormilda College, Indonesian Consulate

**Ambon Night**

**Project Objective**
To promote the sister city relationship between Darwin and Ambon to the wider community.

**Background**
For the last four years City of Darwin has supported an Indonesian cultural night held at the Indonesian Consulate in the lead up to the Darwin to Ambon Yacht race. These events have provided an opportunity for promotion of Indonesian culture, the Sister City relationship and the Darwin to Ambon Yacht Race.

**Project Plan**
Three representatives of the Ambon Sister City Community Committee will work with the Indonesian Consulate and other stakeholders to plan and deliver Ambon Night, held 3 September 2015. It is envisioned that Ambon Night will contain cultural performances and displays of Ambon. Yacht race participants, officials and other organisations involved with Ambon will be invited to the event. Local Ambonese will be supported to perform and Ambon City will be invited to send a delegation.

Stage | Timeline | Resources
--- | --- | ---
Organise and promote the event | May – August 2015 | Consulate of the Republic of Indonesia, Ambon Sister City Community Committee, Dinah Beach Cruising Yacht Association, Darwin to Ambon Yacht Race Committee
Ambon Night | Thursday 3 | Ambon Sister City Community
Gull Force 70th Anniversary Commemorations 2015

Project Objective
Commemorate significant events in our Sister Cities and recognise the shared military history between Darwin and Ambon.

Background
City of Darwin has a long association with Gull Force a Victorian battalion that was stationed in Darwin during WW2 and later its members were held as prisoners of war on Hainan Island and Ambon Island, the locations of two of our Sister Cities.

In 2003 in cooperation with the Haikou and Dongfang Local Governments on the island of Hainan, Council erected a memorial in the village of Lao Ou to Gull Force personnel who, whilst defending Ambon, were captured and transferred to a Prisoner of War Camp near Dongfang, Hainan, where they were held captive between 1942 – 1945. A replica plaque was also laid in Bicentennial Park, Darwin in the same year.

The Gull Force Association, now largely made up of descendants or relatives of the original members undertake an annual pilgrimage to Ambon to commemorate the liberation of the POW camps. In 2014 Council’s Senior Community Development Officer – Liveability was able to attend commemorations in Ambon and reconnected with the current members of Gull Force. The President of Gull Force indicated that the Lord Mayor and any representatives from Darwin would be more than welcome to attend the 70th anniversary commemorations in 2015.

The Ambon Sister City Community Committee have recommended that the Lord Mayor lead a delegation to Ambon for the purpose of commemorating the 70th anniversary of the liberation of Gull Force from Ambon and to further sister city projects. The Committee recommended that the Lord Mayor should host a small cocktail function for the members of Gull Force in Ambon.

A separate report regarding the commemorative program for the 70th anniversary of the liberation of Gull Force will be presented at the June meeting following further consultation with stakeholders and the finalisation of the suggested program.
CONSULTATION PROCESS

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

- Community Events Coordinator

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

- Ambon Sister City Community Committee
- Haikou Sister City Community Committee
- Darwin to Ambon Yacht Race Committee
- Gull Force Association

POLICY IMPLICATIONS

Nil.

BUDGET AND RESOURCE IMPLICATIONS

Student and Teacher Exchange

The following outlines the proposed budget for the student and teacher reciprocal exchange. The Ambon Sister City Community Committee will contribute a total of $3,500 toward the project, the City of Ambon will match this amount ($3,500), and $600 will be contributed by Kormilda College and SMA Negeri 5 Ambon. The balance of $190 will be contributed from Sister City operational funds.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights, accommodation in transit</td>
<td>$6000</td>
<td>City of Darwin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City of Ambon</td>
</tr>
<tr>
<td>Insurance</td>
<td>$600</td>
<td>Kormilda College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SMA Negeri 5 Ambon</td>
</tr>
<tr>
<td>Visa</td>
<td>$570</td>
<td>City of Darwin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City of Ambon</td>
</tr>
<tr>
<td>Departure tax</td>
<td>$120</td>
<td>City of Darwin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City of Ambon</td>
</tr>
<tr>
<td>Accommodation/ tuition</td>
<td>In-kind</td>
<td>Kormilda College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SMA Negeri 5 Ambon</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
<td>City of Darwin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$7790</td>
<td></td>
</tr>
</tbody>
</table>
Ambron Night
The following outlines the City of Darwin contribution to Ambon Night.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performers – local Ambonese and Indonesian performers</td>
<td>$500</td>
</tr>
<tr>
<td>Decorations, display, event equipment, on-street car parking, flyer/promotion, volunteers, gig-gear, stage</td>
<td>In-kind</td>
</tr>
</tbody>
</table>

The majority of event costs will be covered by the Indonesian Consulate. The above table outlines City of Darwin’s contribution.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

International travel is subject to Federal Government travel warnings. All delegates are required to have adequate travel insurance to attend the visit.

ENVIRONMENTAL IMPLICATIONS

Nil.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

HAYLEY BARICH ANNA MALGORZEWICZ
SENIOR COMMUNITY GENERAL MANAGER
DEVELOPMENT OFFICER COMMUNITY & CULTURAL
LIVEABILITY SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

Attachments:

Attachment A: Minutes Ambon Sister City Community Committee 23 April 2015
Attachment B: Ambon Sister City Community Committee Action Plan 2014 – 2016
1. Meeting Open 5.07pm

2. Present

Rick Setter Community Representative
Jherry Matahelumual Community Representative
Judy Miller Community Representative
Nafisyah Mukhlis Community Representatives
Alderman Allan Mitchell Elected Member (5.45pm)
Hayley Barich Senior Community Development Officer – Liveability
Amber Herrmann A/Manager Community Development

3. Apologies

Christine Silvester Community Representative
Alderman Gary Haslett Elected Member
Alderman Allan Mitchell Elected Member
Ardian Nugroho Observer
Steve Samuel Observer

4. Minutes

Minutes of the last meeting held Thursday 23 October 2014 were accepted as a true and accurate record.

(Miller/ Mukhlis) Carried.

5. Business Arising from Previous Minutes

5.1. Review of Action Plan

The Committee reviewed the actions identified at their recent planning day and allocated priorities, timelines, budgets and responsible persons for the 2014/15 financial year. The Committee action plan will continue to be a working document for the Committee until the end of the Term.

Recommendation: THAT the Ambon Sister City Community Committee 2014/15 budget is allocated to the following projects:

I. $3500 for a reciprocal students exchange between Kormilda College in Darwin and SMA Negeri 5 Ambon in 2015.
II. $500 towards Ambon Night celebrations held in conjunction with the Indonesian Consulate 3 September 2015.

(Miller/ Matahelumual) Carried

Committee expectations: contribute ideas, listen, be respectful, stick to the agenda, start on time, give constructive feedback, timely agenda and minutes, active participation.
5.2. 70th Anniversary of the Liberation of Gull Force

The Committee agreed that the Lord Mayor should lead a delegation to Ambon to further discussions on Sister Cities projects. The Committee agreed that the Lord Mayor delegation should be to coincide with the 70th anniversary of the liberation of Gull Force and that the Lord Mayor should host a small function for the members of Gull Force in Ambon. The Committee also agreed that small individual gifts, such as City of Darwin caps, could be offered to members of Gull Force.

**Recommendation:** THAT Lord Mayor lead a delegation to Ambon 5 – 13 September for the purposes of furthering Sister City relations and to commemorate the 70th Anniversary of the Liberation of Gull Force from Ambon.

(Ald. Mitchell/Matahelumual) Carried.

A number of Committee members expressed interest in attending the delegation as self-funded delegates.

5.3. Sister City Joint Event – Harmony Day 2014

Jherry provided a written report and verbal update of the Harmony Day event and the Ambon stall that was held. Jherry distributed some of the materials that were on show at Harmony Day. Jherry reported that the event had been very successful and lots of people attended. Nafisya expressed interest in being the Ambon representative for the 2016 Harmony Day event. The Committee thanked Jherry and Hayley for their great work on the Harmony Day event.

6. General Business

6.1. Indonesian Cultural Event at Darwin Festival

Jherry advised that the Ambon Orchestra won’t be able to attend this year’s Darwin Festival, but that they were looking at being part of the 2016 or 2017 program. Persona Indonesia will continue to be a part of the Festival program and will this year be held 1 August at the waterfront.

6.2. Sister City Review

Amber thanked the Committee for their input into the review and advised that there would be no major changes to the Sister City program as it was assessed as working well. There will some minor updates of the Handbook, policy and procedures. A report will be going to 1st Ordinary in May 2015.

6.3. Sister City Workshop on Conference Outcomes

Hayley advised that all Committees are being invited to submit projects for the 2015 Sister Cities Australia Awards. Expressions of interest are due 29 April. Those who submit an expression of interest will also be required to write the first draft of the award
submission. Rick and Jherry advised that they would be interested in submitting a project for nomination on behalf of the Committee.

6.4. Update from Indonesian Consulate

Apologies from Pak Ardian who is unable to attend.

6.5. Financial Update

The Committee have made the following recommendations on the allocation of their budget: $3500 for student exchange and $500 for Ambon Night. Amber advised the Committee that 14/15 budgets will not be carried forward to the 15/16 financial year.

6.6. Any Other Business

Hayley advised that she was leaving Council and she wanted to thank the Committee for their great work and commitment to the Ambon relationship over the years.

Rick thanked Hayley on behalf of the Committee and said that she had raised the standard of the Sister City program and will be missed by the Committee.

Rick advised that he will be away on the 21 May and that someone else would need to be nominated to Chair the meeting.

7. Meeting Closed 6.32pm

8. Date and Time of Next Meeting

Date: Thursday 21 May
Time: 5pm
Venue: Meeting Room 1, Level 1, City of Darwin Civic Centre
### Key Projects

**1. Increased public awareness of and participation in sister city activities in both cities and learning about the unique cultures of Ambon and Darwin’s communities.**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Committee Responsibility &amp; Partners</th>
<th>Timeline</th>
<th>Estimated ASCC Committee Budget needed/ Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Ensure media and public promotion of all events and of the relationship. (includes identifying contact details for media in Aust. and Ambon / Indonesia) Use social media share information Promote Darwin’s attractions and connection with Ambon to Ambonese in other parts of Indonesia and Australia.</td>
<td>Nafisya Steve Media contacts in Darwin and Ambon</td>
<td>Ongoing</td>
<td>No budget Medium Priority</td>
</tr>
<tr>
<td>1.2 Find ways to make deeper connections in the arts (music, dance etc) and cultural activities and to promote these. <em>(link to exchanges, events, etc)</em></td>
<td>Christine</td>
<td>No budget Low Priority</td>
<td></td>
</tr>
<tr>
<td>1.3 Establish activities where community members share culture and build friendships through sharing foods and recipes. - through Sister cities Harmony Day event - other Ambon programs / events</td>
<td>Nafisya will be the Ambon representative on the Harmony Day planning Committee</td>
<td>March 2016</td>
<td>Budget from sep area; in kind and volunteer hours Medium Priority</td>
</tr>
<tr>
<td>1.4 Advertise widely to get more volunteers involved in assisting with activities. Promote specific events that people can be involved in.</td>
<td>Staff in Communications unit at Council Copy – Gary</td>
<td>Monthly</td>
<td>No budget Low Priority</td>
</tr>
<tr>
<td>1.5 Host Social events for visitors from Ambon throughout the year: teachers, students, officials etc . Eg Dinners, markets</td>
<td>Jherry to notify Council of any visitors, LM to host small reception for visitors</td>
<td>Feb July August November</td>
<td>Budget from separate area. Medium Priority</td>
</tr>
</tbody>
</table>
### Ambon Sister City Community Committee Action Plan 2014 – 2016

<table>
<thead>
<tr>
<th>Project / Outcome</th>
<th>Tasks and activities</th>
<th>Responsibility &amp; Partners</th>
<th>Timeline</th>
<th>Estimated ASCC Committee Budget needed/ Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 The committee is involved in contributing to significant historic, cultural and sporting celebrations and events to promote the relationship.</td>
<td>2.1 Committee to discuss ideas and provide advice to council on the 70th Anniversary of Gull force liberation celebrations</td>
<td>Alan Gary Hayley</td>
<td>23 April 2015</td>
<td>Complete.</td>
</tr>
<tr>
<td></td>
<td>2.2 Plan and run Ambon night as a celebration of the birthday of Ambon (6/9/15) and the yacht race and promoting the committee’s anniversary (Thursday in early September)</td>
<td>Christine Nafisya Jherry Consulate</td>
<td>First meeting in May → 3 September 2015</td>
<td>$500 14/15 FY High Priority</td>
</tr>
<tr>
<td></td>
<td>2.3 Attempt to establish youth event by seeking funds, resubmitting application to Aust/Indonesia fund.</td>
<td></td>
<td></td>
<td>Budget TBA Low Priority</td>
</tr>
<tr>
<td></td>
<td>2.4 Committee to undertake a self-funded delegation to Ambon to build the relationship further</td>
<td>Rick will be the key contact from the Committee</td>
<td>September 2015</td>
<td>Budget from separate area (self-funded) Medium Priority</td>
</tr>
</tbody>
</table>

As at 23 April 2015
## Ambon Sister City Community Committee Action Plan 2014 – 2016

<table>
<thead>
<tr>
<th>Project / Outcome</th>
<th>Tasks and activities</th>
<th>Responsibility &amp; Partners</th>
<th>Timeline</th>
<th>Estimated ASCC Committee Budget needed/ Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong> Tourism and the special qualities of the 2 cities have been promoted widely</td>
<td>3.1 Obtain and share tourism promotional material both in hard copy and online, in English, throughout Darwin. <em>Can tie in with social media and media promotions at 9.1.1</em></td>
<td>Consulate Steve Yacht race</td>
<td>February for Harmony Day, July for Ambon Night</td>
<td>No budget</td>
</tr>
<tr>
<td></td>
<td>3.2 Meet with Tourism Top End to discuss strategies for promoting Darwin as a site for tourism from Indonesia and arrange links to tourism officers from Ambon.</td>
<td>Alderman Mitchell</td>
<td>By July to enable benefit for Ambon night and September yacht race</td>
<td>No budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project / Outcome</th>
<th>Tasks and activities</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Estimated ASCC Committee Budget needed/ Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong> Share knowledge and skills in areas that benefit quality of life such as education; environmental waste management; arts and cultural activities.</td>
<td>4.1 Meet and work with City of Darwin and the NT Government to identify and implement training opportunities / exchanges in local and NT government for Ambonese public sector employees.</td>
<td>Rick, Alderman Mitchell, Indonesian Consulate</td>
<td>Report on progress at each meeting</td>
<td>No budget</td>
</tr>
<tr>
<td></td>
<td>4.2 Meet with CDU and explore ideas for activities to build links with universities in eastern Indonesia.</td>
<td>Rick</td>
<td>By April</td>
<td>No budget</td>
</tr>
</tbody>
</table>
### Ambon Sister City Community Committee Action Plan 2014 – 2016

<table>
<thead>
<tr>
<th>Project / Outcome</th>
<th>Tasks and activities</th>
<th>Responsibility &amp; Partners</th>
<th>Timeline</th>
<th>Estimated ASCC Committee Budget needed/ Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Existing programs have been consolidated and new programs initiated to share knowledge and skills to benefit quality of life such as environmental / waste management, arts and culture</td>
<td>Committee</td>
<td>May</td>
<td>No budget Low priority</td>
</tr>
<tr>
<td></td>
<td>5.1 Develop action plans with dates, budgets and timelines for all events, Put up and endorsed by council.</td>
<td>Committee</td>
<td>May</td>
<td>No budget Low priority</td>
</tr>
<tr>
<td></td>
<td>5.2 Establish clear MOU for SMAN5 / Kormilda college exchange</td>
<td>Rick, Gary, Jherry and Consulate</td>
<td>Mid-May</td>
<td>No budget High Priority</td>
</tr>
<tr>
<td></td>
<td>5.3 Seek 3 year budget from council to support SMAN5 / KORMILDA Exchange project from separate funding stream to guarantee continuity for this reciprocal project.</td>
<td>Committee, Kormilda College, SMA N5, Indonesian Consulate</td>
<td>Report to Council by January 2016</td>
<td>No budget Low Priority</td>
</tr>
<tr>
<td></td>
<td>5.4 Undertake a reciprocal student and teacher exchange in 2015</td>
<td>Committee, Kormilda College, SMA N5, Indonesian Consulate</td>
<td>July/ August 2015</td>
<td>$3500 14/15 FY High Priority</td>
</tr>
</tbody>
</table>

as at 23 April 2015
The purpose of this report is to present the informal minutes (Attachment A) of the Anchorage Sister City Community Committee meeting held 3 December 2014 and formal minutes (Attachment B) of 11 March 2015 for Council’s information and details recommendations arising for consideration.

LINK TO STRATEGIC PLAN

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

Goal 4 Historic and Culturally Rich City
Outcome 4.2 Community life rich in creativity
Key Strategies 4.2.2 Embrace national and international relationships

KEY ISSUES

- Minutes of the Anchorage Sister City Community Committee
- Election of Chair, and
- Proposed allocation of Committee budget to three community based events and activities.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

A. THAT Report Number 15C0058 HB:es entitled Minutes Anchorage Sister City Community Committee Meeting – 11 March 2015 and 3 December 2014, be received and noted.
B. THAT Ms Christine Gray is elected to the position of Chair of the Anchorage Sister City Community Committee for the period 18 May 2015 – 30 June 2016.

C. THAT the Anchorage Sister City Community Committee 2015/2016 priority projects be as follows:

   I. $1000 for a community event celebrating the Centenary of Anchorage and connecting Alaskans in Darwin in July 2015.
   II. $1500 for a family friendly Halloween event held in partnership with community groups in October 2015.
   III. $1500 for a school based art and cultural exchange project in 2015.

BACKGROUND

PREVIOUS DECISIONS

DECISION NO.21\817 (26/02/13)

Minutes Anchorage Sister City Community Committee Meeting – 28 November 2012, Professional Skill Exchange, Art Exchange, Harmony Day
Report No. 13c0004 HB:es (26/02/13) Common No. 2395139

B. THAT the Anchorage Sister City Community Committee recommends that Ms Marie-Louise Pearson is elected to the position of Chair of the Anchorage Sister Cities Community Committee for the period 28 November 2012 to 30 June 2014.

DECISION NO.21\1290 (30/07/13)

Minutes Sister City Community Committee Meeting – Anchorage 26 June 2013, Halloween, Art Exchange
Report No. 13C0074 HB:es (22/07/13) Common No. 2548009

B. THAT $1500 is allocated from the Anchorage Sister City Community Committee budget to a community Halloween event 31 October 2013.

C. THAT $2000 is allocated from the Anchorage Sister City Community Committee budget to an emerging artists exhibition between Darwin and Anchorage.
DISCUSSION

The Anchorage Sister City Community Committee met informally on 3 December 2014. At this meeting the Committee welcomed members for the new term, discussed Committee expectations, and reviewed current projects. The Committee discussed the future of the professional skills exchange scholarship and nominated members for the position of Chair.

The Committee met formally 11 March 2015. At this meeting the Committee elected a Chair and allocated budget to priority projects for 2015. Priority projects are discussed in further detail below.

Election of Chair
Sue Wainwright and Christine Gray were nominated for the position of chair and the Committee voted. Christine was elected unanimously.

Centenary of Anchorage Community Event

Project Objective
Build networks with Darwin’s American community, promote the Darwin and Anchorage relationship to the wider community and celebrate American culture.

Background
In 2015 our Alaskan Sister City Anchorage will celebrate its 100 year anniversary. Many community events are planned in Anchorage to commemorate the event and the Committee agreed a community event in Darwin would be a great opportunity to promote the Darwin and Anchorage relationship and get more volunteers involved.

Project Plan
A sub-Committee of the Anchorage Sister City Community Committee will plan and deliver a community event celebrating the Anchorage Centenary in Darwin. Through the planning process with Committee will connect with local American’s to incorporate them in the event and include it in the Anchorage events calendar to widen publicity of the event.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timeline</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centenary of Anchorage Community Event</td>
<td>4 July 2015</td>
<td>$1000 Anchorage Sister City Community Committee Volunteers.</td>
</tr>
</tbody>
</table>

Proposed recommendation: THAT $1000 is allocated for a community event celebrating the Centenary of Anchorage and connecting Alaskans in Darwin in July 2015.
Halloween Community Event

Project Objective
Celebrate culturally significant holidays from our Sister City and promote the Sister City Program and Darwin – Anchorage relationship to the wider community.

Background
Halloween is celebrated each year in the United States of America with much fanfare and cheer. It is an event that involves all members of the community from young to old. Since 2011 City of Darwin has collaborated with the Australian American Association of the Northern Territory (AAANT) and other community groups to deliver a community Halloween event. The 2014 event held at Millner Primary School was well attended and received lots of positive feedback. The Committee are keen to continue their involvement in Halloween events as it is now a much anticipated family event in the Darwin calendar.

Project Plan
In collaboration with the AAANT and Corrugated Iron Youth Arts (CIYA), City of Darwin will coordinate a family friendly community Halloween celebration. It will include, but not be limited to traditional foods, costumes, entertainment, lolly hunt and prizes for best dressed. The event is to be held on Saturday 24 or Saturday 17 October 2015 and will be confirmed at the planning meetings.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timeline</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and promote the event</td>
<td>April – October 2015, Fortnightly planning meetings will be held, commencing 29 April 2015</td>
<td>Anchorage Sister City Community Committee, AAANT, CIYA, Marines, local Alaskans, Anchorage Sister Cities Commission</td>
</tr>
<tr>
<td>Community Halloween Event</td>
<td>Saturday 24 or Saturday 17 October 2015</td>
<td>$1500, City of Darwin staff</td>
</tr>
</tbody>
</table>

Proposed recommendation: THAT $1500 is allocated to a family friendly Halloween event held in partnership with community groups in October 2015.

School Based Art and Cultural Exchange Project

Project Objective
Increase cross-cultural capacity of young people in Darwin and Anchorage using art and culture as the means of exchange.

Background
In 2011 and again in 2012 Darwin and Anchorage hosted a touring exhibition of student artwork submitted to the Anchorage and Darwin Community Art Exchange. The 2012 exchange built upon the strength of the 2011 exchange, expanding the number of schools involved (from 3 to 5 Darwin schools) and the subsequent attendance to the exhibition opening. The success of these two exchanges and...
recent participation of three schools in the 2015 Harmony Day Art Exhibition prompted discussions of undertaking another school based project.

**Project Plan**
A sub-Committee of the Anchorage Sister City Community Committee will plan and deliver a school based art and cultural exchange project. The exchange will include, but not be limited to: picture books, short stories, poetry, dance and digital art. The project smaller in scope and timeframe to previous art exchanges and will aim to expand Committee relationships with schools in Darwin and Anchorage.

### Stage Timeline Resources

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timeline</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and deliver a small scale school based art and cultural exchange project.</td>
<td>April – June 2015</td>
<td>Anchorage Sister City Community Committee Volunteers, Anchorage Commission, Darwin and Anchorage Schools. $1500</td>
</tr>
</tbody>
</table>

**Proposed recommendation:** THAT $1500 is allocated for a school based art and cultural exchange project in 2015.

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

- Anchorage Sister City Community Committee

**POLICY IMPLICATIONS**
Nil.

**BUDGET AND RESOURCE IMPLICATIONS**
The Anchorage Sister City Community Committee has an annual allocation of $4000
The following table outlines the proposed allocation of funds.

<table>
<thead>
<tr>
<th>Project</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centenary of Anchorage community event in Darwin</td>
<td>$1000</td>
</tr>
<tr>
<td>Family friendly Halloween event</td>
<td>$1500</td>
</tr>
<tr>
<td>School based art and cultural exchange</td>
<td>$1500</td>
</tr>
<tr>
<td>Total</td>
<td>$4000</td>
</tr>
</tbody>
</table>

**RISK/LEGAL/LEGISLATIVE IMPLICATIONS**
Nil.
ENVIRONMENTAL IMPLICATIONS

Nil.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

HAYLEY BARICH  ANNA MALGORZEWICZ
SENIOR COMMUNITY GENERAL MANAGER
DEVELOPMENT OFFICER -  COMMUNITY & CULTURAL
LIVEABILITY SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au

Attachments:

Attachment A: Informal Minutes – Anchorage Sister City Community Committee, 3 December 2014
Attachment B: Minutes – Anchorage Sister City Community Committee, 11 March 2015
1. Meeting Open 5.20pm

2. Present

   Sue Wainwright  Community representative
   Marie-Louise Pearson  Community representative (until 6pm)
   Jenny Tiernan  Community representative
   Keri Rehfish  Community representative (arrived 5.45pm)
   Jane Miles  Community representative
   Chloe Wallent  Youth representative
   Korin Lesh  Observer (until 6pm)
   Hayley Barich  Senior Community Development Officer – Liveability

3. Apologies

   Christine Gray
   Lori Montgomery
   Alderman Kate Worden
   Alderman Garry Lambert

4. Welcome and Introductions

   Hayley welcomed new and returning members to the 2014 – 2016 term. Hayley advised that all members will receive single issue volunteer shirts, caps, name tags and info packs.

   Action: All members to complete the volunteer agreement and photo consent forms and return to Hayley by the next meeting.

5. Committee Expectations

   The Committee agreed on the following expectations of members and the group as a whole for the 2014 – 2016 Term.
   - State on time, finish on time
   - Keep on topic
   - Respect
   - Relevance
   - Share the air time – everyone gets a say
   - Shared vision
6. Election of Chair

Nominations were called for the position of Chair. Jane Miles, Christine Gray and Sue Wainwright were nominated for the position of Chair. It was agreed that information about the nominees will be circulated out of session and the members will vote for the Chair via email.

**Action:** Hayley to circulate bios of the three candidates to the Committee and for the Committee to vote electronically for the position of Chair.

7. Minutes

Minutes of the last meeting held Wednesday 7 May 2014 were noted.

8. Business Arising from Previous Minutes

8.1. Professional Skills Scholarship Project

The Committee discussed the three options proposed in Attachment B and agreed that they were in favour of option 3: for the exchange to become reciprocal.

**Recommendation:** THAT Council support in principle a reciprocal pilot professional skills exchange scholarship between Darwin and Anchorage.

(Miles/ Wainwright) **Recommendation to be circulated via email for endorsement**

**Action:** Sue and Jenny to form a sub-Committee and pursue grant applications for the professional skills exchange and report to Committee on a suggested way forward.

8.2. Emerging Artists Exhibition – The Notebook Show

The Committee agreed to approach the Anchorage Commission and other stakeholders in Anchorage to seek involvement in the Notebook Show.

**Action:** All members to contact persons/ organisations in Anchorage relevant to the Art Exchange and gauge their interest in being involved.

**Action:** Chloe to provide summary and suggested way forward for the Art Exchange project to Committee.

8.3. Action Plan

The Committee agreed to undertake a planning workshop in early 2015.

**Action:** Hayley to coordinate date and facilitator for planning workshop and email relevant documents to Committees prior to the meeting.
8.4. Halloween
The Committee wished to express gratitude and thanks to Korin and Doug Lesh and their team of volunteers for their great effort in delivering Halloween 2014.

Sue advised that she has two gazebos available for sale that were used for the Halloween Haunted House.

8.5. Digital Story Telling Cultural Exchange
The Committee agreed to write a letter to the project organisers advising of the new Committee and their interest to still be involved in the project.

**Action:** All members to provide a small bio and photo to Hayley

**Action:** Hayley to send out a letter advising of the new Committee

8.6. Rogers Park Elementary Partnership Proposal
The Committee agreed to write a letter to Rogers Park advising of the new Committee and their interest to still be involved in the project. Action as per 8.5

9. General Business

9.1. Joint Sister City Event
Jane has nominated to be the Anchorage representative on the Harmony Day Planning Committee.

9.2. Engagement with Anchorage
The Committee agreed that they would like to get in contact with members of the Anchorage Commission and other stakeholders in Anchorage.

**Action:** Hayley to send out formal advice of the new Committee and invite partners to reengage on projects.

9.3. Update from Australian American Association
Nil.

9.4. Financial Update
The Committee has been allocated $4000 for the 2014/15 financial year. Funds need to be spent by 30 June 2015.

9.5. Any Other Business
- Sue advised that she was also a member of the AAANT
- Keri requested that Browns Mart be booked for Halloween 2015
- Committee requested that the next meeting commence at 5:15pm
10. Meeting Closed 6.30pm

11. Date and Time of Next Meeting

TBA – A two hour planning meeting will be held in early 2015

Action List

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the volunteer agreement and photo consent forms and return to Hayley by the next meeting.</td>
<td>All Committee Members</td>
<td>28/01/15</td>
</tr>
<tr>
<td>Contact persons/organisations in Anchorage relevant to the Art Exchange and gauge their interest in being involved.</td>
<td>All Committee Members</td>
<td>Report back to Chloe by 14/01/2015.</td>
</tr>
<tr>
<td>Provide summary and suggested way forward for the Art Exchange project to Committee.</td>
<td>Chloe</td>
<td>28/01/2015</td>
</tr>
<tr>
<td>Provide a small bio and photo of yourself to Hayley</td>
<td>All Committee Members</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Vote for Chair via email</td>
<td>All Committee Members</td>
<td>15/01/15</td>
</tr>
<tr>
<td>Send out formal advice of the new Committee and invite partners to reengage on projects.</td>
<td>Hayley</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>Pursue grant applications for the professional skills exchange. Report to Committee on a suggested way forward.</td>
<td>Sue &amp; Jenny</td>
<td>28/01/2015</td>
</tr>
<tr>
<td>Circulate contact details of the Anchorage Commission to all Committee members</td>
<td>Hayley</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>Browns Mart to be booked for Halloween 2015</td>
<td>Hayley</td>
<td>15/01/15</td>
</tr>
</tbody>
</table>
1. Meeting Open 5.22pm

2. Present

   Sue Wainwright  Community representative
   Marie-Louise Pearson  Community representative
   Jenny Tiernan  Community representative
   Jane Miles  Community representative
   Chloe Wallent  Youth representative
   Christine Gray  Community representative
   Alderman Kate Worden  Elected Member (left early)
   Alderman Garry Lambert  Elected Member (arrived late)
   Hayley Barich  Senior Community Development Officer - Liveability

3. Apologies

   Korin Lesh
   Lori Montgomery

4. Election of Chair

   The electronic vote held out of session produced a tie in results. The Committee agreed to vote again between the two candidates with the most votes at the meeting. Sue and Christine were nominated for the position of chair and the Committee voted. Christine was elected unanimously.

   **Recommendation:** That Ms Christine Gray is elected to the position of Chair of the Anchorage Sister City Community Committee for the period 18 May 2015 – 30 June 2016.

   (Pearson/ Tiernan)  Carried.

5. Minutes

   Minutes of the last meeting held Wednesday 7 May 2014 and informal minutes of the meeting held 3 December 2014 were accepted as a true and accurate record.

   (Tiernan/ Wainwright)  Carried.

**Committee expectations:** State on time, finish on time - Keep on topic – Respect – Relevance - Share the air time, everyone gets a say - Shared vision
6. Business Arising from Previous Minutes

6.1. Action Plan

The Committee spent time reviewing the action plan developed during the planning workshop, allocating priorities, responsible people and budget. The Committee agreed on budget allocations for their priority projects.

Recommendation: THAT the Anchorage Sister City Community Committee 2014/15 budget of $4000 be allocated as follows:

i. $1000 for a community event celebrating the Centenary of Anchorage and connecting Alaskans in Darwin in July 2015.

ii. $1500 for a family friendly Halloween event held in partnership with community groups in October 2015.

iii. $1500 for a school based art and cultural exchange project in 2015.

(Tiernan/Pearson) Carried.

6.2. Emerging Artists Exhibition – The Notebook Show

The Committee agreed that the proposal should be resubmitted to the Anchorage Committee and other stakeholders for consideration.

Action: Hayley to resubmit proposal to the Anchorage Commission, Lori to forward to her Alaskan education network and Sue to forward to her gallery contacts.

6.3. Professional Skills Scholarship Project

The Committee agreed to progress with the decision as it stands.

Action: Hayley to circulate Terms of Reference to Committee for everyone to comment.

7. General Business

7.1. Joint Sister City Event – Harmony Day

Jane provided an update of the proposed activities for Harmony Day and invited everyone to attend. Volunteers helping on the night are to wear their volunteer T-shirt or a traditional outfit.

7.2. Sister City Review

The Committee discussed the Sister City review and agreed that the timelines for input were short and that they would like more opportunity for input.

7.3. Engagement with Anchorage

Engagement actions have been included in the updated Committee action plan.
**7.4. Update from Australian American Association**

The national conference for the Australian American Association will be held in Darwin 21 – 22 August. Representatives from all states and territories will attend. The Anchorage Committee will be invited to attend conference functions. Further information will be presented at the next meeting.

**7.5. Financial Update**

The Committee have allocated their 2014/15 budget to the following projects: art and cultural exchange - $1500, Halloween - $1500, Anchorage Centenary Event $1000.

**7.6. Any Other Business**

Deferred until next meeting.

8. Meeting Closed 6.35pm

9. Date and Time of Next Meeting

| Date: | 27 May 2015 |
| Time: | 5.15pm |
| Venue: | Meeting Room 1, Level 1, City of Darwin Civic Centre |

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send notebook proposal to the Anchorage Commission</td>
<td>Hayley</td>
<td>27/5/15</td>
</tr>
<tr>
<td>Send notebook proposal to the education networks in Alaska</td>
<td>Lori</td>
<td>27/05/15</td>
</tr>
<tr>
<td>Send notebook proposal to the gallery contacts in Anchorage</td>
<td>Sue</td>
<td>27/05/15</td>
</tr>
<tr>
<td>Comment on Terms of Reference for professional skills scholarship</td>
<td>All</td>
<td>24/04/15</td>
</tr>
<tr>
<td>Present further information on the AAA conference</td>
<td>Sue</td>
<td>27/05/15</td>
</tr>
<tr>
<td>Organise initial meeting for the planning committee of the Centenary of Anchorage event.</td>
<td>Marie-Louise</td>
<td>27/05/15</td>
</tr>
<tr>
<td>Organise initial meeting of the Halloween planning committee</td>
<td>Chloe</td>
<td>27/05/15</td>
</tr>
<tr>
<td>Present project plan for school based art and cultural exchange.</td>
<td>Jane</td>
<td>27/05/15</td>
</tr>
</tbody>
</table>
MINUTES DILI SISTER CITY COMMUNITY COMMITTEE 28 APRIL 2015

REPORT No.: 15C0062 HB:kl COMMON No.: 3098557 DATE: 18/05/2015

Presenter: Senior Community Development Officer Liveability, Hayley Barich

Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

The purpose of this report is to present the minutes (Attachment A) of the Dili Sister City Community Committee meeting 28 April 2015 for Council’s information and details recommendations arising for Council’s consideration.

LINK TO STRATEGIC PLAN

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

Goal
4 Historic and Culturally Rich City
Outcome
4.2 Community life rich in creativity
Key Strategies
4.2.2 Embrace national and international relationships

KEY ISSUES

- Minutes of the Dili Sister City Community Committee.
- Budget allocation to training and development opportunity for three members of the leadership team of the AFL Timor-Leste.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

A. THAT Report Number 15C0062 HB:kl entitled Dili Sister City Community Committee 28 April 2015, be received and noted.
B. THAT the Dili Sister City Community Committee would like to express its thanks to Ms Hayley Barich for her hard work and dedication to the Darwin and Dili relationship and Sister City program.

C. THAT $2000 of the Dili Sister City Community Committee 2014/15 budget is allocated towards supporting three members of the AFL Timor-Leste leadership team to travel to Darwin for training and development opportunities.

D. THAT Council attempts to implement joint Sister City initiatives as discussed at the Sister Cities Australia Conference Workshop.

BACKGROUND

The Dili Sister City Community Committee meet regularly to provide advice to Council on ways in which it can strengthen its relationship with Dili.

DISCUSSION

The Dili Sister City Community Committee met 28 April 2015. At this meeting the Committee discussed focus for the term (Attachment B), Lord Mayor delegation to Dili, local government exchange, Sister Cities Australia Conference workshop and received an update from members who had recently visited Dili. The following details recommendations arising from the meeting.

MOTION OF THANKS

The Dili Sister City Community Committee wanted to thank Ms Hayley Barich for her time and dedication to the Sister City program.

TIMOR-LESTE AFL TRAINING AND DEVELOPMENT

Project Objective
Increase capacity of young Timorese, promotion of the Darwin and Dili relationship and using sport as a medium of cultural exchange.

Background
Dili Sister City Community Committee Member Luke Gosling is supporting the development of the Australian Football League in Timor-Leste (AFLTL) and is seeking support to bring a small delegation from the AFLTL leadership team to Darwin on the weekend of 23 May 2015 to take part in training and development with AFL Northern Territory and participate in showcase games with the Timorese expat community in Darwin as part of their restoration of independence day celebrations.

AFLTL are committed to maintaining an AFL club in Dili even after key expats have left. AFLTL want to maintain a domestic competition and their national team, the Timor Crocs.
Project Plan
Three Timorese members of the AFLTL leadership group have been invited to visit Darwin 22 – 25 May 2015 to participate in an exhibition match and community festivities to commemorate restoration of independence in Timor-Leste. The Timorese Community and AFLNT have been working together to develop an inclusive community event for the occasion.

Whilst in Darwin AFLNT will provide a coaching and mentoring program for the Timorese delegates and arrange homestay accommodation. The AFLTL leadership team will be invited to community Independence Day celebrations on 23 May and to participate in an exhibition match.

Stage | Timeline | Resources
--- | --- | ---

JOINT SISTER CITY INITIATIVES

There was positive feedback from members who attended a Sister Cities Conference Workshop late March facilitated by Anchorage Sister City Community Committee Member, Ms Marie-Louise Pearson. The Committee agreed that action needed to be taken on matters raised at the workshop including:

- Regular opportunities for all Sister City Committees to meet and share ideas
- Joint Sister City initiatives for promotion of the program
- Continued Committee member participation in Sister Cities Australia conferences and awards submissions.

These items can be developed further upon appointment of a new Senior Community Development Officer – Liveability.

CONSULTATION PROCESS

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

- Dili Sister City Community Committee

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

The following table outlines the budget for Councils support for the AFLTL training and development project.
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights</td>
<td>$1550</td>
<td>For three persons</td>
</tr>
<tr>
<td>Visa</td>
<td>$450</td>
<td>For three persons</td>
</tr>
</tbody>
</table>

There is currently budget available for this project.

**RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Nil

**ENVIRONMENTAL IMPLICATIONS**

Nil

**COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

HAYLEY BARICH  
SENIOR COMMUNITY DEVELOPMENT OFFICER  
LIVEABILITY

ANNA MALGORZEWICZ  
GENERAL MANAGER  
COMMUNITY & CULTURAL SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

**Attachments:**

**Attachment A:** Minutes Dili Sister City Community Committee 28 April 2015

**Attachment B:** Dili Sister City Community Committee Decisions and Actions
MINUTES

DILI SISTER CITY COMMUNITY COMMITTEE
MEETING
TUESDAY 28 APRIL, 12.30 – 1.30pm
Meeting Room 1, Level 1, City of Darwin Civic Centre

1. Meeting Open 12.33pm

2. Members

   Jill Kuhn                              Community representative (Chair)
   Luke Gosling                           Community representative
   Debra Harrip                           Community representative
   John Bailey                            Community representative
   Lorraine Sushames                      Community representative
   Peregrina (Rina) Maria Gusmau Amaral   Youth representative
   Eligio (Gio) Gusmao Sequeira Belo      Youth representative
   Alderman Bob Elix                      Elected Member
   Flavio                                 Observer
   Hayley Barich                          Senior Community Development Officer - Liveability

3. Apologies

   Lynnette Bigg                         Community representative
   Alderman Gary Haslett                 Elected Member
   Brent Campbell                        Observer
   Margarida de Araujo                   Observer
   Sally-Anne Hodgets                    Observer

4. Minutes

   Minutes of the last meeting held Tuesday 24 February 2015 were accepted as a true and accurate record.

   (Ald. Elix/ Harrrip)                   Carried.

Thank you

Recommendation: THAT the Dili Sister City Community Committee would like to express its thanks to Ms Hayley Barich for her hard work and dedication to the Darwin and Dili relationship and Sister City program.

   (Kuhn/Gosling)                       Carried.

Committee Expectations: Start on time, finish on time; Continuation of development of ideas leading to engagement and communication with the Dili community; Work harmoniously and cheerfully with fellow committee members, other sister city committees and City of Darwin members; Committee will be efficient and achieve results which will benefit both Darwin and Dili; Participation from all; Timely minutes and agenda; Everyone gets a say
5. Business Arising from Previous Minutes

5.1. Focus for the term

Lorraine provided further detail to the Committee of the proposed digital art/story telling project targeting young people in Darwin and Dili. The project would be run by a facilitator who could upskill young people in how to use their mobile phones and computers to create short movies. The approximate cost of the project is $2000. Hayley advised that City of Darwin’s Youth Services hold movie maker workshops in the school holidays and that could be one way to connect with young people in Darwin. Hayley also suggested that the Lord Mayor’s delegation may be able to identify a relevant youth organisation in Dili during her visit.

Action: Lorraine to contact City of Darwin’s Youth Services Officer, Richelle Hedstrom to discuss ways to link in with young people in Darwin.

Action: Deb and John to investigate youth organisations and possible projects partners during the Lord Mayor’s delegation to Dili.

Action: Lorraine, Rina and Gio to develop a brief with costing for the Committee to consider at the next meeting 30 June 2015.

Luke provided details to the Committee on the proposed project to support three members of the leadership team of the AFL Timor-Leste to come to Darwin on 23 May. AFL NT will support the visitors from Dili with homestay and training camps while they are in Darwin. The visitors will be invited to play a friendly 9 a side AFL match on 23 May in conjunction with restoration of Independence commemorations. Luke is seeking funding to cover flights and visa’s for three people.

Recommendation: THAT $2000 of the Dili Sister City Community Committee 2014/15 budget is allocated towards supporting three members of the AFL Timor-Leste leadership team to travel to Darwin for training and development opportunities.

(Bailey/Harrip) Carried.

Lynn and Luke have been attending planning meetings for the Timorese community event that will commemorate the restoration of Independence in Timor-Leste. A flag raising will be held 20 May and a community event 23 May. All welcome to attend.

5.2. Delegation to Dili

Hayley circulated a copy of the draft itinerary of the Lord Mayor delegation to Dili. Debra Harrup, John Bailey and Alderman Elix will be attending as representatives of the Committee.
5.3. Darwin and Dili Local Government Exchange

Alderman Elix, John, Rina and Gio have been nominated to form a sub-committee for the local government exchange, focussing on waste management. The group will get together after the Lord Mayor’s delegation to Dili.

5.4. Report from recent trip to Dili

Rina and Gio provided a verbal report of their recent trip to Dili. They advised that it was quite difficult to get information from the various bodies and NGOs that the Committee had asked them to investigate. ACF have changed office location again and were difficult to track down. Rina and Gio were unable to visit the new facility. The tourism ministry was waiting for new staff, so they couldn’t get any updated information on the tourism plan. Key members of the Dili District Administration were unavailable to meet with them. Rina was able to meet informally with some youth groups who are undertaking various projects. Some of these groups could be approached for Lorraine’s project.

6. General Business

6.1. Sister Cities Australia Conference

Deb and Lorraine spoke of the positive outcomes of the Sister Cities Conference workshop held late March.

Recommendation: THAT Council attempts to implement joint Sister City initiatives as discussed at the Sister Cities Australia Conference Workshop.

(Harrrip/ Sushames) Carried.

6.2. Sister City Review

Action: Council Officer to send a link to the revised Sister City review report once it is published in the Council agenda.

6.3. Forward planning

The Committee agreed to focus the next meeting on forward planning. The Committee agreed to extend the length of the meeting from 12 – 2pm and members will attend when they can.

Action: Council officer to extend room booking and organise meeting facilitator.

Committee Expectations: Start on time, finish on time; Continuation of development of ideas leading to engagement and communication with the Dili community; Work harmoniously and cheerfully with fellow committee members, other sister city committees and City of Darwin members; Committee will be efficient and achieve results which will benefit both Darwin and Dili; Participation from all; Timely minutes and agenda; Everyone gets a say
7. General Business

7.1. Update from Timorese Consulate

Timor Sea Cup – under 18 soccer tournament between NT, Indonesia’s NTT and Timor-Leste on 1-3 May in Dili. Chamber of Commerce NT delegation to Timor Leste – 4-8 May 2015 to participate in the Timor-Leste International Building and Construction Expo. Minister Styles will visit Timor-Leste 6 May.

7.2. Financial Update

The Committee have committed their 14/15 budget to the following projects: $2000 Timorese Community event for Independence Day and $2000 for AFL Timor-Leste training and development.

7.3. Any Other Business

Hayley thanked the Committee for their dedication and enthusiasm over the years and said they should be very proud of what they have achieved together.

8. Meeting Closed 1.45pm

9. Date and Time of Next Meeting

Date 30 June 2015
Time 12:00 – 2:00pm (note change of time)
Location Meeting Room 1, Civic Centre
RSVP h.barich@darwin.nt.gov.au

Committee Expectations: Start on time, finish on time; Continuation of development of ideas leading to engagement and communication with the Dili community; Work harmoniously and cheerfully with fellow committee members, other sister city committees and City of Darwin members; Committee will be efficient and achieve results which will benefit both Darwin and Dili; Participation from all; Timely minutes and agenda; Everyone gets a say
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<th>Strategy</th>
<th>Decision/ Action</th>
<th>Timeline</th>
<th>Budget</th>
<th>Responsibility</th>
<th>Comment</th>
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<tbody>
<tr>
<td>4.2.2</td>
<td>Decision No.21\3116 (31/03/15)B. THAT $2000 is allocated … to the Timorese Community Committee to conduct a friends and neighbours community event to celebrate the restoration of Independence Day in May 2015.</td>
<td>May 2015</td>
<td>$2500</td>
<td>Lynn/ Luke</td>
<td>Flag raising ceremony will be held 20 May and community event 23 May.</td>
</tr>
<tr>
<td>1.4.3</td>
<td>Decision No.21\3074 THAT the Lord Mayor accept the invitation to attend the International Local Government Conference and lead an adjoining delegation to Dili, Timor-Leste, 13 – 20 May 2015.</td>
<td>May 2015</td>
<td>N/A</td>
<td>Hayley</td>
<td>LM will attend the conference after the delegation to Dili.</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Decision No.21\2845 THAT the Lord Mayor lead a delegation to Dili, Timor-Leste in 2015 for the purposes of furthering the Sister City relationship.</td>
<td>May 2015</td>
<td>N/A</td>
<td>Hayley</td>
<td>LM will lead a delegation to Dili 13 – 15 May.</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Decision No.21\2845 THAT … Committee’s areas of focus for the 2014 – 2016 term are engagement with the Dili District Administration, Waste Management, Youth and Tourism.</td>
<td>2014 – 2016</td>
<td>TBC</td>
<td>All</td>
<td>Committee to identify relevant projects for the 2014 – 2016 Term.</td>
</tr>
<tr>
<td>1.4.1</td>
<td>Decision No.21\1532 THAT … Council engage with the Northern Territory Government and support discussions of a trilateral agreement between Northern Australia, Eastern Indonesia and Timor-Leste.</td>
<td>Ongoing</td>
<td>N/A</td>
<td>Hayley</td>
<td>Have requested terms of reference for the study being conducted by CDU and the opportunity to provide input. Awaiting further advice.</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Decision No.21\2191 That the … Committee investigates potential for sending donated computers and mobile phones to Action for Change Foundation in Dili, Timor-Leste and a pilot project plan be developed.</td>
<td>Ongoing</td>
<td>N/A</td>
<td>John</td>
<td>Leigh Gregory (in Dili), Timorese Consulate, Rina and Gio have been asked to assess the current status of Action for Change Foundation as they transition to their new facility. There are concerns</td>
</tr>
<tr>
<td>Decision No.</td>
<td>Description</td>
<td>Date</td>
<td>Amount</td>
<td>Contact Person</td>
<td>Notes</td>
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<tr>
<td>21\2285</td>
<td>Decision No.21\2285 THAT Council allocate $2500 towards a short term exchange for two employees of the Dili District Administration to visit City of Darwin for the purposes of sharing local government knowledge.</td>
<td>30 June 2015</td>
<td>$2500</td>
<td>Hayley/ Jill</td>
<td>Delays due to language concerns. A exchange sub-Committee to be formed to progress the project on both sides.</td>
</tr>
<tr>
<td>21\2285</td>
<td>Decision No.21\2285 THAT Council support in principle D'Tour: an artistic, cultural and educational collaboration between Timor-Leste and Northern Australia and provide in-kind support.</td>
<td>September 2014</td>
<td>N/A</td>
<td>Hayley</td>
<td>D'Tour in 2014 was only held in Dili as no lead sponsor was secured for the Darwin performance. Consequently City of Darwin was not called on for in-kind assistance. No further action required. Complete.</td>
</tr>
<tr>
<td>1815</td>
<td>Decision No.21\1815 THAT Council endorse the Interim Engagement Agreement between City of Darwin, Dili District Administration and the Central Government of the Democratic Republic of Timor-Leste</td>
<td>Ongoing</td>
<td>N/A</td>
<td>Hayley</td>
<td>Agreement has been signed and is in operation. Complete.</td>
</tr>
<tr>
<td>1815</td>
<td>Timorese/ Sister City Film Night</td>
<td>TBA</td>
<td>TBA</td>
<td>Luke</td>
<td>Luke to provide update at next meeting.</td>
</tr>
</tbody>
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PURPOSE

The purpose of this report is to recommend that Council endorse and adopt the reviewed policy 008 Community Participation, Access and Inclusion.

LINK TO STRATEGIC PLAN

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

Goal
1. Collaborative, Inclusive and Connected Community

Outcome
1.1 Community inclusion supported

Strategies
1.1.1 Develop and support programs, services and facilities, and provide information that promotes community spirit, engagement, cohesion and safety

KEY ISSUES

- Policy 008 Community Services, Cultural and Social – General at Attachment A has been reviewed in accordance with Policy 032 – Policy and Procedures Framework, clause 5.3 - Reviewing Existing Policies
- The draft revised policy at Attachment C provides the framework for the provision of key community services, facilities and programs that support a connected and resilient community.

RECOMMENDATIONS

THAT it be a recommendation to Council:-

A. THAT Report Number 15C0041 AH:es entitled Community Services, Cultural and Social – General Policy Review, be received and noted.
B. THAT Council rescind the policy Community Services, Cultural and Social – General at Attachment A of Report Number 15C0041 AH:es entitled Community Services, Cultural And Social – General Policy Review.


BACKGROUND

Governance policies are reviewed during each Council term in line with any reviews to the Strategic Plan or when there is a change to circumstances or legislation. The policy has been reviewed in accordance with Policy 032 – Policy and Procedures Framework.

PREVIOUS DECISIONS

DECISION NO. 21\1411 (10/09/13)

Review of Council Policies
Report No. 13TC0053 MB:js (10/09/13) Common No. 375173


DECISION NO. 21\479 (25/09/12)

Review of Sponsorship Policy
Report No. 12TC0068 JS:as (25/09/12) Common No. 2143591

B. THAT Council amend the Community Services, Cultural and Social General Policy 008 (Attachment A) by removing the sponsorship section in the Policy

C. THAT Council endorse the Sponsorship Policy Attachment B in Report No. 12TC0068 entitled, Sponsorship Policy.

DISCUSSION

City of Darwin has an important and active role in community and cultural development. Council recognises that diverse, practical and focussed programs, as well as equitable access to facilities contributes to the development of a strong community and enable Council to remain responsive to local needs.

The review and amendments to the current policy at Attachment A ensures a more inclusive policy that accurately describes the diversity of groups the Council supports in the community. Further to this, the amendments provide a comprehensive
strategic framework that accurately describes Council’s values and approach to community and cultural development.

At Attachment B is a tracked changes copy of the draft Community Participation, Access and Inclusion Policy.

The revised policy at Attachment C provides the framework for the provision of key community services, facilities and programs that support a connected and resilient community through inclusive practice. The amendments to the policy transfer the focus from descriptive operational actions to enable the policy to be more strategic in nature and as a result the policy title has also been changed to reflect this direction.

The policy describes Council’s approach to facilitating and providing programs that respond and contribute effectively in the following key community areas:

- Aboriginal and Torres Strait Islanders
- Disability - Equitable Access for Everyone
- Families and Children
- Seniors
- Culturally and linguistically diverse groups
- Community capacity building
- Young people

The policy section titled Appeals – Natural disasters has been removed from this policy. Appeals of this nature are managed through the Office of the Chief Executive (precedent contained within Council decisions 20\3086 and 21\3248) and pursuant to By-law 152 of Council’s By-laws.

CONSULTATION PROCESS

This report was considered by the Chief Officer’s Group on 11 May 2015 and now referred to Community and Cultural Services Committee for consideration.

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

- Community Development Officers
- A/Manager Strategy and Outcomes
- General Manager Corporate Services

POLICY IMPLICATIONS

This report relates to Policy 008 - Community Services, Cultural and Social – General. It provides review and amendment in accordance with the requirements defined in Policy 032 – Policy and Procedures Framework.

BUDGET AND RESOURCE IMPLICATIONS
Policy 008 Community Participation, Access and Inclusion will guide the continuation of services and programs in the community through various endorsed budgets. Whilst community programs are predominately managed through the Community and Cultural Services Department, the policy refers to the whole of Council approach to working with the community.

Amendments to the policy do not impact on existing staffing, resource or budget allocation.

**RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

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

**ENVIRONMENTAL IMPLICATIONS**

Nil.

**COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

**AMBER HERRMANN**
A/Manager Community Development

**ANNA MALGORZEWICZ**
General Manager Community & Cultural Services

For enquiries, please contact Amber Herrmann on 89300633 or email: a.malgorzewicz@darwin.nt.gov.au.

**Attachments:**

- **Attachment A:** Policy 008 - Community Services, Cultural and Social – General
- **Attachment B:** Draft reviewed Policy 008 Community Participation, Access and Inclusion – tracked changes
- **Attachment C:** Draft reviewed Policy 008 Community Participation, Access and Inclusion
Title: Community Services, Cultural and Social - General

Policy No: 008
Adopted By: Council
Next Review Date: 01/09/2015
Responsibility: General Manager Community & Cultural Services
Document Number: 2117979

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1 Policy Summary

This policy aggregates a number of social and cultural policy positions adopted by City of Darwin in recent years:
- Aboriginal and Torres Strait Islander
- Appeals - Natural Disasters
- Child care Centres
- Community Grants Program
- Darwin Performing Arts Centre (DPAC)
- Disability
- Fun Bus
- Housing
- Itinerants
- Role
- Schools
- Youth
2 Policy Objectives

City of Darwin seeks to provide services, facilities and programs that are appropriate to the needs of its area and to ensure equitable access to its services, facilities and programs;

A key goal of the ‘Evolving Darwin – Strategic Directions: Towards 2020 and Beyond’ Plan is to facilitate and maintain a cohesive community by:

• Promoting Darwin’s culture;
• Supporting harmony with in the community; and
• Improving community access and inclusion.

3 Background

City of Darwin has a strong and active role to play in community and cultural development.

The role of a Council is, amongst other things:

• to develop a strong and cohesive social life for its residents and allocate resources in a fair, socially inclusive, and sustainable way; and
• to provide and coordinate public facilities and services; and
• to encourage and develop initiatives for improving quality of life.

Its functions include:

• to plan for the future requirements of its area for local government services;
• to provide services and facilities for the benefit of its area, its residents and visitors;
• to provide for the interests and well-being of individuals and groups within the council area;
• to establish or support organisations or programs that benefit the council area.

4 Policy Statement

**Aboriginal and Torres Strait Islander**

Council formally endorses the Australian Local Government Association National Agenda policy acknowledging Aboriginal peoples and Torres Strait Islanders as original occupants of Australia by incorporating the following wording into statements on significant occasions:-

“In the spirit of reconciliation we acknowledge that we are meeting on the country for which the Larrakia people and their forebears have been custodians for many centuries and on which Indigenous Australians have performed age old ceremonies”

Council will address issues associated with local Aboriginal and Torres Strait Islander people on a case by case basis in consultation with relevant Aboriginal and Torres Strait Islander representative groups and individuals.
 Appeals - Natural Disasters
Contributions to appeals for natural disasters will be as follows:

• the method of contribution be through a Lord Mayor’s appeal, the Red Cross or similar organisation or a government instrumentality.

• contributions be to natural disaster relief appeals within Australia only, unless there is a strong sister city relationship or strong historical, cultural or community links with the area of the natural disaster or if the disaster is of international significance.

 Child Care Centres
As part of City of Darwin’s sponsorship of Government funded social programs the Council will maintain its buildings operated as child care centres to a standard which meets licensing regulations and maintains Council's assets.

Every Child Care Centre is responsible for its own minor maintenance.

 Community Grants Program
Council offers a Community Grants Program in support of community events and projects which support Council’s objectives in directly benefiting and promoting the city of Darwin. Applications for such assistance are called annually.

The eligibility criteria for grants by Council to non profit community groups will be as follows:

• That the applicant is a non-profit or unfunded organisation or group.
• application should demonstrate that the proposal is developmental in focus.
• The application must demonstrate community benefit and must show community support for the proposal.
• The proposal may have the ability to assist the organisation generate additional funds.
• The project must acknowledge City of Darwin support.
• The application must demonstrate how the funds will be used in the City of Darwin.
• Arts projects should conform to recognised CEAD principles.

Community Grants applications will be considered by the Community and Cultural Services Committee, no later than one month from the close of applications, for recommendation to Council as soon as possible thereafter.

 Darwin Performing Arts Centre (DPAC)
The Darwin Performing Arts Centre is leased by the DPAC Company which will manage the Centre in accordance with the objectives and articles contained in the Memorandum of Association of the Darwin Performing Arts Centre Company.

Of the five Council appointed directors one will be a City of Darwin elected member.
Council's contribution to the annual operating costs of DPAC will not exceed the amount contributed by the NT Government.

Council will only fund an agreed portion of any deficit arising from rental operations of DPAC and not entrepreneurial programs backed by DPAC.

DPAC entrepreneurial activity should be self funding or supported by subsidies from other sources.

The Darwin Performing Arts Centre Board is to report on a monthly basis to Council, and is to include in the report the activities of the Centre, financial statements, minutes of Board meetings and any other relevant matters.

Council will allocate funds annually to the Council's long term maintenance reserve to ensure the building is maintained according to an adopted 5 year schedule.

**Disability**

Action Plan
Council will continually strive for efficient and non-discriminatory work practices and equity in the provision of goods and services.

Council will maintain and implement a Disability Action Plan and comply with the Disability Parking requirements of the Australian Road Rules.

**Fun Bus**
The Fun Bus provides high quality mobile play group services for children 0 to 5 years, their parents and carers across the Darwin municipality. The Fun Bus operates a 2 hour play session each weekday in parks and reserves for a total of 40 weeks each year. The Fun Bus program aims to provide equitable access to community programs and activities whilst building community connectedness for program participants.

**Schools**
City of Darwin not provide support to schools in the form of office or permanently allocated space at Council’s Community Centres.

5 **Legislation, terminology and references**
Part 2.3 of the Local Government Act establishes the role, functions and objectives of Councils which provide the basis for City of Darwin’s active role in community, cultural and social development.
Title: Community Services, Cultural and Social - General Community Participation, Access and Inclusion Policy
Policy No: 008
Adopted By: Council
Next Review Date: May 2019
Adopted By: Council
Next Review Date: May 2019
Responsibility: General Manager Community & Cultural Services
Document Number: 2117979

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- Housing
- Itinerants
- Role
- Schools
- Youth

City of Darwin is committed to supporting a resilient community by celebrating diversity, providing equality of access and building the capacity of all community members. Council recognises that the delivery of diverse, inclusive and focussed programs enables Council to be responsive to its community's needs.
This policy provides the framework for the provision of key community services, facilities and programs that support a connected and resilient community. The policy describes Council's approach to facilitating and providing programs that respond and contribute effectively in the following key community areas:

- Aboriginal and Torres Strait Islanders
- Disability - Equitable Access for Everyone
- Families and Children
- Seniors
- Culturally and linguistically diverse groups
- Community Capacity Building
- Young people
2 Policy Objectives

City of Darwin seeks to provide services, facilities and programs that are appropriate to the needs of its area and to ensure equitable access to its services, facilities and programs;

A key goal of the ‘Evolving Darwin – Strategic Directions: Towards 2020 and Beyond’ Plan is to facilitate and maintain a cohesive community by:

- Promoting Darwin’s culture;
- Supporting harmony within the community; and
- Improving community access and inclusion.

- To provide context for Council’s commitment to supporting a collaborative, inclusive and connected community.
- To support strategic directions that will guide Council’s approach to increasing community capacity through the support and provision of effective and responsive programs, facilities and services.
- To recognise goals and approaches to support a resilient community.

3 Background

City of Darwin has a strong and active role to play in community and cultural development.

The role of a Council is, amongst other things:

- to develop a strong and cohesive social life for its residents and allocate resources in a fair, socially inclusive, and sustainable way; and
- to provide and coordinate public facilities and services; and
- to encourage and develop initiatives for improving quality of life.

Its functions include:

- to plan for the future requirements of its area for local government services;
- to provide services and facilities for the benefit of its area, its residents and visitors;
- to provide for the interests and well-being of individuals and groups within the council area;
- to establish or support organisations or programs that benefit the council area.

City of Darwin has an important and active role in the community and cultural development. This policy has been developed within the context of Council’s Strategic Plan Evolving Darwin Towards 2020. The Strategic Plan identifies the directions needed to improve the quality of life for the people of Darwin. Whilst this policy encapsulates the entire vision of the Strategic Plan, it specifically supports Goal 1: Collaborative, inclusive and connected community.

4 Policy Statement

Aboriginal and Torres Strait Islander

Council formally endorses the Australian Local Government Association National Agenda policy acknowledging Aboriginal peoples and Torres Strait Islanders as
original occupants of Australia by incorporating the following wording into statements on significant occasions:-

“In the spirit of reconciliation we acknowledge that we are meeting on the country for which the Larrakia people and their forebears have been custodians for many centuries and on which Indigenous Australians have performed age-old ceremonies.”

Council will address issues associated with local Aboriginal and Torres Strait Islander people on a case-by-case basis in consultation with relevant Aboriginal and Torres Strait Islander representative groups and individuals.

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**Community Grants Program**

Council offers a Community Grants Program in support of community events and projects which support Council’s objectives in directly benefiting and promoting the city of Darwin. Applications for such assistance are called annually.

The eligibility criteria for grants by Council to non-profit community groups will be as follows:
- That the applicant is a non-profit or unfunded organisation or group.
- Application should demonstrate that the proposal is developmental in focus.
- The application must demonstrate community benefit and must show community support for the proposal.
- The proposal may have the ability to assist the organisation generate additional funds.
- The project must acknowledge City of Darwin support.
- The application must demonstrate how the funds will be used in the City of Darwin.
- Arts projects should conform to recognised CEAD principles.
Community Grants applications will be considered by the Community and Cultural Services Committee, no later than one month from the close of applications, for recommendation to Council as soon as possible thereafter.

**Darwin Performing Arts Centre (DPAC)**
The Darwin Performing Arts Centre is leased by the DPAC Company which will manage the Centre in accordance with the objectives and articles contained in the Memorandum of Association of the Darwin Performing Arts Centre Company.

Of the five Council appointed directors one will be a City of Darwin elected member.

Council’s contribution to the annual operating costs of DPAC will not exceed the amount contributed by the NT Government.

Council will only fund an agreed portion of any deficit arising from rental operations of DPAC and not entrepreneurial programs backed by DPAC.

DPAC entrepreneurial activity should be self funding or supported by subsidies from other sources.

The Darwin Performing Arts Centre Board is to report on a monthly basis to Council, and is to include in the report the activities of the Centre, financial statements, minutes of Board meetings and any other relevant matters.

Council will allocate funds annually to the Council’s long term maintenance reserve to ensure the building is maintained according to an adopted 5 year schedule.

**Disability**

**Action Plan**
Council will continually strive for efficient and non-discriminatory work practices and equity in the provision of goods and services.

Council will maintain and implement a Disability Action Plan and comply with the Disability Parking requirements of the Australian Road Rules.

**Fun Bus**
The Fun Bus provides high quality mobile play group services for children 0 to 5 years, their parents and carers across the Darwin municipality.

The Fun Bus operates a 2 hour play session each weekday in parks and reserves for a total of 40 weeks each year.

The Fun Bus program aims to provide equitable access to community programs and activities whilst building community connectedness for program participants.

**Schools**
City of Darwin not provide support to schools in the form of office or permanently allocated space at Council’s Community Centres.

Council is committed to encouraging social inclusion, enabling individuals to stay connected through activities that support and promote community harmony and build community capacity.

Council recognises that the delivery of diverse, practical and focussed programs, as well as equitable access to facilities, will contribute to the development of a strong community and enable Council to be responsive to local needs.

Council will be guided by best practice principles, community need and feedback in its delivery of high quality services. Council will continue to develop collaborative partnerships with key stakeholders that encourage service coordination and integration.

Aboriginal and Torres Strait Islanders

Council recognises the unique contribution of Aboriginal and Torres Strait Islander people and will develop and maintain partnerships with relevant groups and individuals to celebrate their historical, cultural and environmental importance within the city. We will work with the custodians to manage and preserve sacred and significant places.

Council formally endorses the Australian Local Government Association National Agenda policy acknowledging Aboriginal peoples and Torres Strait Islanders as original occupants of Australia by incorporating the following wording into statements on significant occasions:

“In the spirit of reconciliation we acknowledge that we are meeting on the country for which the Larrakia people and their forebears have been custodians for many centuries and on which Indigenous Australians have performed age old ceremonies.”

Disability - Equitable Access for Everyone

Council is committed to ensuring equitable access to its services, facilities and programs by people of all ages and abilities. The City of Darwin will:

- Maintain and implement a Community Access Plan which describes actions to be undertaken to facilitate access and inclusion for all members of our community.
- Continue to convene a Disability Advisory Committee to inform and advise Council in relation to its responsibilities to ensure equity of access to people with disability in the application of City of Darwin procedures and the provision of services and facilities.
- Assist with coordination, promotion and connection to the disability sector through resource production and dissemination.
- Coordinate and sponsor the annual Disability Awareness Week program to raise awareness of disability services and programs, advocate for the rights of people with disability and celebrate the contribution that people with disability make to our community.
Families and Children

Council promotes the active participation of children in community activities, and supports equitable access to opportunities, resources, and services that foster positive health, wellbeing and education for families.

Council supports programs and services that benefit families and children throughout the municipality, including:

- provision of Fun Bus and Fun in the Parks holiday programs,
- advocacy and support for programs in the community, and
- participation in and support for key community events.

Childcare Centres

Council operates in a landlord capacity for Council owned community based childcare centre buildings. Volunteer management committees oversee the planning, management and decision-making of each centre, with guidance from Council.

Council supports the centres by way of peppercorn leasing arrangements and Council’s own capital contributions programmed each year on a priority needs basis. Childcare centres are responsible for their own maintenance. Council provides advisory and networking support to the centres to support the provision of high quality services.

Seniors

Council is committed to the provision of services, facilities and programs for Darwin’s seniors population that promote equitable access, healthy lifestyle opportunities and a positive image of ageing. The City of Darwin will:

- Deliver programs for seniors which promote healthy lifestyle choices, lifelong learning opportunities and promote a positive image of ageing.
- Deliver library services which allow for active participation by seniors.
- Provide opportunities for seniors to stay connected to their community and to contribute their expertise and skills to Council and the community through volunteering opportunities.
- Assist with coordination, promotion and connection to the seniors sector through resource production and dissemination.
- Maximise partnership opportunities, where appropriate, in the planning and delivery of services, programs and events with seniors organisations and government agencies.

Culturally and Linguistically Diverse Groups

Council recognises and supports the diverse population of Darwin acknowledging the important role diversity plays in all areas of life within the municipality.
Council identifies its programs should provide appropriate and equitable access to
diverse populations through respectful practice, taking into account language, religion,
etnicity and other specific cultural elements and sensitivities.

Council will support programs and events that celebrate and promote cultural diversity
and social cohesion.

**Building Community Capacity**

Council celebrates the knowledge, assets and skills held by community members.
Council will work with community members to identify and develop their capabilities to
enable the community to be agents of positive sustainable change in their community.

The contributions of community members and groups will be valued, respected and
acknowledged.

**Community Grants Program**

Council’s Community Grants Program is aimed at supporting and assisting community
organisations with the development of activities and or services that benefit a broad
cross section of the community.

The Community Grants Program consists of two funding streams; Community Projects
and Climate Change and Environment Projects.

The Community Grants Program Guidelines outline the program objectives, eligibility
criteria and assessment criteria. Applications are approved by the City of Darwin’s
Community and Cultural Services Committee which will determine its annual priorities
and how it will support the community.

**In Kind support**

In addition to the structured Grants Program and sponsorship program, Council
responds to in kind support request from community and not for profit groups throughout
the year.

**Darwin Entertainment Centre (DEC)**

The Darwin Entertainment Centre is leased from Council on a long term basis by a
company limited by guarantee, the Darwin Performing Arts Centre, trading as Darwin
Entertainment Centre. The Centre is managed in accordance with the objectives of the
Articles and Memorandum of Association of the Darwin Performing Arts Centre
Company and the ongoing funding agreement between Council, the Northern Territory
Government and the Centre.

Council’s contribution to the annual operating costs of the Centre is equal to the matched
amount provided by the Northern Territory Government for this purpose. The company
reports to Council in accordance with the schedule identified in the funding agreement.

Entrepreneurial funding is generally expected to be generated by the Centre or from
subsidies from sources other than Council.
Council maintains the building in accordance with the asset management plan and allocates funding annually to a long term maintenance reserve and an air conditioning replacement reserve.

**Young People**

Council understands that a strong and connected network of young people greatly contributes to a safe and resilient community. Council is committed to:

- Engaging young people in Council and community decision making processes
- Ensuring the suite of Council’s programs and facilities are designed inclusively and are youth friendly
- Fostering partnerships to initiate programs to respond to changing needs of young people
- Supporting and resourcing youth-led initiatives
- Providing employment and volunteering opportunities to young people

**Youth Advisory Group**

Council’s Youth Advisory group is made up of a maximum of 15 young people aged 12-25 and delivers the following functions:

- Provide a vehicle for genuine and regular talks between young people and Council,
- Be actively involved in Council’s decision making processes,
- Represent diversity of local youth and communicate youth specific comment on a range of community projects and issues,
- Assist council to implement key actions outlined in City of Darwin’s Youth Strategy and to check on its progress each year, and
- Support young people to gain a good understanding of the responsibilities of City of Darwin and its many roles

**5 Legislation, terminology and references**

Part 2.3 of the Local Government Act establishes the role, functions and objectives of Councils which provide the basis for City of Darwin’s active role in community, cultural and social development.

- The Local Government Act establishes the roles, functions and objectives of Council’s which provide the basis for City of Darwin’s active role in community, cultural and social development (Part 2.3).

**6 Implementation and delegation**

This policy will be directly implemented by the relevant officers largely within the Community and Cultural Services Department; however it is also an expectation that all Council departments review the policy when undertaking work with the community to guide their engagement approach.
7 Evaluation and review

Policy to be reviewed in accordance with Policy 032 – Policy and Procedures Framework, clause 5.3 - Reviewing Existing Policies and may be amended at any time as approved by the CEO.

Further review to this policy should occur within a strong community development and engagement best practice frameworks.
Draft Policy

Title: Community Participation, Access and Inclusion Policy

Policy No: 008
Adopted By: Council
Next Review Date: Refer ‘Policy and Procedure Framework’
Responsibility: General Manager Community and Cultural Services

1 Policy Summary

City of Darwin is committed to supporting a resilient community by celebrating diversity, providing equality of access and building the capacity of all community members. Council recognises that the delivery of diverse, inclusive and focussed programs enables Council to be responsive to its community’s needs.

This policy provides the framework for the provision of key community services, facilities and programs that support a connected and resilient community. The policy describes Council’s approach to facilitating and providing programs that respond and contribute effectively in the following key community areas;

- Aboriginal and Torres Strait Islanders
- Disability - Equitable Access for Everyone
- Families and Children
- Seniors
- Culturally and linguistically diverse groups
- Community Capacity Building
- Young people

2 Policy Objectives

- To provide context for Council’s commitment to supporting a collaborative, inclusive and connected community.
Draft Policy

- To support strategic directions that will guide Council’s approach to increasing community capacity through the support and provision of effective and responsive programs, facilities and services
- To recognise goals and approaches to support a resilient community.

3 Background

City of Darwin has an important and active role in the community and cultural development. This policy has been developed within the context of Council’s Strategic Plan Evolving Darwin Towards 2020. The Strategic Plan identifies the directions needed to improve the quality of life for the people of Darwin. Whilst this policy encapsulates the entire vision of the Strategic Plan, it specifically supports Goal 1: Collaborative, inclusive and connected community.

4 Policy Statement

Council is committed to encouraging social inclusion, enabling individuals to stay connected through activities that support and promote community harmony and build community capacity.

Council recognises that the delivery of diverse, practical and focussed programs, as well as equitable access to facilities, will contribute to the development of a strong community and enable Council to be responsive to local needs.

Council will be guided by best practice principles, community need and feedback in its delivery of high quality services. Council will continue to develop collaborative partnerships with key stakeholders that encourage service coordination and integration.

Aboriginal and Torres Strait Islanders

Council recognises the unique contribution of Aboriginal and Torres Strait Islander people and will develop and maintain partnerships with relevant groups and individuals to celebrate their historical, cultural and environmental importance within the city. We will work with the custodians to manage and preserve sacred and significant places.

Council formally endorses the Australian Local Government Association National Agenda policy acknowledging Aboriginal peoples and Torres Strait Islanders as original occupants of Australia by incorporating the following wording into statements on significant occasions:

“In the spirit of reconciliation we acknowledge that we are meeting on the country for which the Larrakia people and their forebears have been custodians for many centuries and on which Indigenous Australians have performed age old ceremonies”

Disability - Equitable Access for Everyone

Council is committed to ensuring equitable access to its services, facilities and programs by people of all ages and abilities. The City of Darwin will;

- Maintain and implement a Community Access Plan which describes actions to be undertaken to facilitate access and inclusion for all members of our community.
Draft Policy

- Continue to convene a Disability Advisory Committee to inform and advise Council in relation to its responsibilities to ensure equity of access to people with disability in the application of City of Darwin procedures and the provision of services and facilities.

- Assist with coordination, promotion and connection to the disability sector through resource production and dissemination.

- Coordinate and sponsor the annual Disability Awareness Week program to raise awareness of disability services and programs, advocate for the rights of people with disability and celebrate the contribution that people with disability make to our community.

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- Deliver programs for seniors which promote healthy lifestyle choices, lifelong learning opportunities and promote a positive image of ageing.

- Deliver library services which allow for active participation by seniors.

- Provide opportunities for seniors to stay connected to their community and to contribute their expertise and skills to Council and the community through volunteering opportunities.
• Assist with coordination, promotion and connection to the seniors sector through resource production and dissemination.

• Maximise partnership opportunities, where appropriate, in the planning and delivery of services, programs and events with seniors organisations and government agencies.

**Culturally and Linguistically Diverse Groups**

Council recognises and supports the diverse population of Darwin acknowledging the important role diversity plays in all areas of life within the municipality.

Council identifies its programs should provide appropriate and equitable access to diverse populations through respectful practice, taking into account language, religion, ethnicity and other specific cultural elements and sensitivities.

Council will support programs and events that celebrate and promote cultural diversity and social cohesion.

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The contributions of community members and groups will be valued, respected and acknowledged.

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Council’s Community Grants Program is aimed at supporting and assisting community organisations with the development of activities and or services that benefit a broad cross section of the community.

The Community Grants Program consists of two funding streams; Community Projects and Climate Change and Environment Projects.

The Community Grants Program Guidelines outline the program objectives, eligibility criteria and assessment criteria. Applications are approved by the City of Darwin’s Community and Cultural Services Committee which will determine its annual priorities and how it will support the community.

**In Kind support**

In addition to the structured Grants Program and sponsorship program, Council responds to in kind support request from community and not for profit groups throughout the year.
Draft Policy

Darwin Entertainment Centre (DEC)

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Council maintains the building in accordance with the asset management plan and allocates funding annually to a long term maintenance reserve and an air conditioning replacement reserve.

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Council’s Youth Advisory group is made up of a maximum of 15 young people aged 12-25 and delivers the following functions:

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- Be actively involved in Council’s decision making processes,
- Represent diversity of local youth and communicate youth specific-comment on a range of community projects and issues,
- Assist council to implement key actions outlined in City of Darwin’s Youth Strategy and to check on its progress each year, and
- Support young people to gain a good understanding of the responsibilities of City of Darwin and its many roles

5 Legislation, terminology and references

The Local Government Act establishes the roles, functions and objectives of Council’s which provide the basis for City of Darwin’s active role in community, cultural and social development (Part 2.3).
6 Implementation and delegation

This policy will be directly implemented by the relevant officers largely within the Community and Cultural Services Department; however it is also an expectation that all Council departments review the policy when undertaking work with the community to guide their engagement approach.

7 Evaluation and review

Policy to be reviewed in accordance with Policy 032 – Policy and Procedures Framework, clause 5.3 - Reviewing Existing Policies and may be amended at any time as approved by the CEO.

Further review to this policy should occur within a strong community development and engagement best practice frameworks.
10.1. **MINUTES KALYMNOS SISTER CITY COMMUNITY COMMITTEE 16 MARCH 2015**
Document No. 3082062  Common No. 3082062  (18/05/2015)

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THAT the Committee resolve under delegated authority:-

THAT the Minutes of the Kalymnos Sister City Community Committee of 16 March 2015, **Attachment A**, Document Number 3082062, be received and noted.

DECISION NO.21() (18/05/2015)
1. Meeting Open 12.50pm

2. Members

Tony Miaoudis                                  Community Representative
Costa Miaoudis                                  Community Representative
Alexia Koumpa                                  Community Representative
Alderman Rebecca Want de Rowe                 Elected Member

3. Apologies

Fay Karamanakis
Alderman George Lambrinidis
Monica Turvey

4. Minutes

Minutes of the last meeting held Monday 27 October 2014 were accepted as a true and accurate record.

(Koumpa/ want de Rowe)            Carried.

5. Business Arising from Previous Minutes

5.1. Glenti 2015

Costa and Alexia were nominated as the two representatives from the Committee to organise the Committee involvement in Glenti.

Action: Alexia and Costa to meet with the Glenti Organising Committee

5.2. Book Project between Darwin High and Kalymnos

Alexia and Tony have nominated to visit the Greek class at Darwin High to present the books from Kalymnos.

Action: Hayley to arrange appointment and Tony and Alexia to attend.

5.3. Welcome to Darwin

The Committee reviewed the Welcome to Darwin event and agreed that it was a very well organised and delivered event however they were disappointed with the turn out. The Committee agreed with the idea and concept of the event and talked about expanding the event to include more cultures and not just focus on ‘new’

Committee Expectations: Listen to everyone’s opinion; Be on time; Active participation from all members; Keep on track/stick to the agenda; 1 hour formal meetings; Social gatherings outside formal meeting times
people in Darwin, but all people. The Committee discussed the potential to make it an annual or biennial event.

**Action:** Invite all Sister City Community Committees to discuss the possibility of opening up the event to include more stakeholders.

### 5.4. Harmony Day

**Action:** Alexia to put up the Kalymnos display at lunch time on 18 March.
**Action:** Costa to organise Baklava and Coconut cake for the event.
**Action:** Alexia to get $150 worth of Greek sweets from Kosmos.
**Action:** Rebecca to wear traditional Kalymnian dress on the night.

### 5.5. English Language Scholarship to Students in Kalymnos

The Committee agreed to undertake the scholarships the same as last year and that they would not involve seniors in the scholarship program as it was proving to be quite difficult to organise.

**Action:** Tony to contact Kalymnos and discuss the process.

### 6. General Business

#### 6.1. Update from Kalymnian Brotherhood

The Seniors Easter Luncheon will be held on the 5 April from mid-morning until 3pm. The Brotherhood are currently looking at developing some education programs around citizenship tests and trades recognition.

#### 6.2. NTG skilled migration project

The Northern Territory Government has undertaken two visits to Kalymnos to discuss the skills project. The next step is likely to be establishment of a committee that will have representatives from the community and employers/businesses. There is another planned visit for September.

#### 6.3. Sister City Review

The Committee received and noted the current progress on the Sister City review. The Committee identified that they would like to have a meeting where they brainstorm ideas.

**Action:** The next meeting will focus on planning projects and allocating a budget.

#### 6.4. Financial Update

The Committee have $4000 that needs to be committed by 30 June 2015. The Committee will allocate budget at the next meeting.
6.5. Any Other Business

Tony raised the idea of collaborating with the Kalymnos Municipality in the areas of waste and recycling. This item will be discussed at the next meeting.

7. Meeting Closed 1.45 pm

8. Date and Time of Next Meeting

Date: TBA
Time: 12:30pm
Venue: Casuarina Library
THAT the Committee resolve under delegated authority:-

THAT the Minutes of the Disability Advisory Committee of 16 March 2015, Attachment A, Document Number 3088548, be received and noted.

DECISION NO.21\(\) (18/05/2015)
1. PRESENT

Deborah Bampton    Community Representative
Rosemary Burkitt    Community Representative
Lynne Strathie    Community Representative
Cassandra Jevdenijevic    Community Representative
Kirrily Chambers    Specialist Representative
Alasdair McGregor    Specialist Representative
Afshin Beigi    Specialist Representative
Alderman Allan Mitchell    Elected Member, City of Darwin
Nik Kleine     Infrastructure Dept, City of Darwin
Sheree Jeeves    Community & Cultural Services, City of Darwin
Lynn Criddle    Community & Cultural Services, City of Darwin

2. APOLOGIES

Charles Atherton    Community Representative
Specialist Representative
Emma Fraser    Community Representative
Avril Vaughan    Community Representative
Daniel Alderman    Community Representative
Debb Lovett    Community Representative

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA

None declared.

4. ACCEPTANCE OF PREVIOUS MINUTES 5 FEBRUARY 2015

Minutes from the meeting held 5 February 2015 were accepted as a true and accurate record.

Moved: Alderman Allan Mitchell
Seconded: Lynne Strathie

5. GUEST SPEAKER – Alderman Kate Worden

Alderman Worden discussed an initiative idea to have mobility scooters available for visitors to Darwin, this would assist with accessibility around the city for visitors with disability which affects mobility.

NZ Council supply scooters which are sponsored by Businesses.

Action: The item be added to the DAC agenda and members discuss further at the next meeting.
6. GUEST SPEAKER – Tania Sellers, Fun Bus Program

Fun Bus is Mobile Play Group for children 0 – 5 years, funded by City of Darwin and NT Government. NT Government have given Fun Bus a grant of $20,000 to purchase equipment for children with special needs. Some of the money will be used for a specialist to engage with the sector and advise what equipment is needed and supply a list of equipment and instructions for use.

**Action:** DAC members to forward any ideas or recommended contacts to Lynn.

7. BUSINESS ARISING FROM PREVIOUS MINUTES 5 FEBRUARY 2015

7.1. Committee profile sheet DRAFT

**Action:** Lynn to edit and put on City of Darwin website.

7.2. Disability awareness and education

**Action:** Deborah Bampton to put checklist together and distribute to Committee members.

7.3. Disability Access Audit

$30,000.00 committed and approved by Council - work to be carried out by City of Darwin-Building Maintenance department. Keep as an ongoing agenda item to track the progress.

8. ACCESS ACTION LIST

8.1. Lake Alexander Liberty Swing shading

Quote received for $27,000.00. Committee agreed it is better to incorporate the equipment into the playground when it is next due for upgrade.

8.2. Gardens Amphitheatre – Parking

Access is an issue for people with disabilities when there are large events on, particularly with parking.

**Action:** A DAC member to meet and discuss with Darwin Festival, NT Government Parks and Wildlife and City of Darwin Customer Services.

9. GENERAL BUSINESS

9.1. Resignation Daniel Alderman and Debb Lovett

**Action:** Write thank you letters to Debb and Daniel to thank them for their contribution to the Committee.

There are now three vacancies on the Committee. The application form to apply for the Committee will be circulated to the disability sector and to people who have recently expressed interest in being a member.
9.2. **RECHARGE Scheme – development of phone App**
DAC provided support to the RECHARGE Scheme’s grant application for funds to develop a phone App.

9.3. **Seniors and Disability Services Directory needs updating.**
Directories are currently being updated. Current Directories handed to DAC members for perusal to capture if any other services need to be included.

9.4. **Anula Regional Playground**
Communication Plan is being developed and Council will be seeking feedback from Community.

9.5. **Zone B Parking Trial**
Rangers are collecting data and the recommendation will be put forward.

Feedback was received from a member of the community that the disability car parks should be kept on time limits to allow for availability. DAC agreed this should be taken into consideration when recommendations are made.

9.6. **Peter Brinkerhoff Workshop and NDS NT Regional Forum**
Deborah and Lynne provided feedback. Peter gave an excellent presentation which is on NT Website.

9.7. **Federation of Ethnic Communities’ Councils of Australia – Disability Access & Equity Consultation**
The forum was very informative. Small group and pointed discussion re: literacy, numeracy and language barriers.

9.8. **Long Term Projects**
Further research to be completed.

10. OTHER BUSINESS

    Thank you to Sheree for all your good work.
    Happy Birthday to Lynne Strathie celebrated with a cake.

11. DATE OF NEXT MEETING

    **Date:** 18 June 2015
    **Time:** 2.00pm to 3.30pm
    **Venue:** Casuarina Library Meeting Room
               Bradshaw Terrace, Casuarina

12. MEETING CLOSED
THAT the Committee resolve under delegated authority to: -

THAT the Minutes of the Bombing of Darwin and Military History Advisory Committee of 29 April 2015, Attachment A, Document Number 3092138, be received and noted.

DECISION NO.21\() (18/05/2015)
1. PRESENT

Ms Katrina Fong Lim  The Right Worshipful, The Lord Mayor, (Chairman)
Alderman Allan Mitchell
Mr Hugo Leschen  Department of Arts And Museums
Mr Stephen Gloster  RSL
Ms Anna Malgorzewicz  General Manager Community & Cultural Services
Major Len Darragh  Defence
Warrant Officer Scott Chenery  Defence
Chap Richard Quadrio  Defence Chaplain
Warrant Officer Featon  Defence
Ms Kylie Salisbury  Community Events Coordinator
Mrs Karen Long  Executive Assistant
Skye Clayton  Trainee (Observer)
Brianna Parker  Trainee (Observer)

2. APOLOGIES

Mr Tony Simons  Aviation Historical Society of the NT
Mr Trevor Cox  General Manager Tourism Top End
Ms Leanne Cameron  Department of Veterans’ Affairs
Ms Elsa Lee-McGill  Department of Veterans’ Affairs
Alderman Gary Haslett
Mr Norm Cramp  Darwin Military Museum
Mr Mark Blackburn  Executive Manager

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA - Nil

4. ACCEPTANCE OF PREVIOUS MINUTES 11 February 2015

Minutes from the meeting held on 11 February 2015 were accepted as a true and accurate record.

Mitchell/Quadrio, Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES 11 February 2015 - Nil
6. GENERAL BUSINESS

6.1 East Point Gun Emplacement One Update

Anna Malgorzewicz provided an update on this matter. Council’s Infrastructure officers and the Darwin Military Museum continue to progress a cooperative agreement in respect to a lease over Gun Emplacement One at East Point.

Hugo Leschen commented on the serious OHS issues with Gun Emplacement Two.

Members received and noted the update provided.

6.2 70th Anniversary of the Liberation of Gull Force 2015

Kylie Salisbury provided the following outcomes from the meeting with stakeholders held on the 27 April 2015:

- This year to work in with the Gull Force 70th anniversary, Darwin to Ambon Yacht race have amended the date to start on the 5 September 2015 with the aim of all boats in Ambon by 10 September 2015. EOI have closed and it is anticipated that 30-35 boats will enter. Part of Ambon activities will include a welcome event hosted by the Mayor of Ambon and an invitation will be extended to the Gull Force Association.
- It was agreed to hold a commemorative service at the Gull Force plaque in Bicentennial Park in late August 2015 (29 August is the possible date), acknowledging the involvement of Ambon and Haikou.
- A proposed temporary exhibition of photos along with a history presentation may also be held over this time and displayed at the City of Darwin Community Art Space.

Actions

1. An invitation be extended to His Honour, the Administrator of the NT to attend the commemorative service at the plaque in Bicentennial Park and join the Lord Mayor delegation to Ambon in September 2015.
2. An invitation be extended to the Governor General of the Commonwealth of Australia to attend the commemorative service at the plaque in Bicentennial Park and the 70th Anniversary of the Liberation of Gull Force Commemorations in Ambon in September 2015.
6.3 Bombing of Darwin Day

Kylie provided a summary of the Update report attached to the agenda. Key points highlighted to the Committee were:

- **Bombing of Darwin Day 2015 Veteran program**
  - Consisted of a series of events including the Robertson Barracks tour, the Lord Mayor’s dinner, Aviation Heritage Centre tour and the Adelaide River ecumenical service. Overall there was a strong attendance with on average 80 veterans and family members per event.

- **Commemorative Service**
  - Well attended with an audience of approximately 2500 people including students from 10 participating schools.
  - The new infrastructure and layout this year was positively received, patrons were able to have a better view of proceedings through additional larger screens.
  - The review of the 2015 service identified some issues for improvement: traffic management plan, Military seating arrangements, and additional viewing screens.

- **Navy Week – proposed 27 July to 3 August 2015 – initial discussions have been held in respect to a function hosted by the Lord Mayor.**

- **Freedom of Entry 5 November 2015 - 5 RAR (Royal Australian Regiment) will involve 600 participants, planning and discussion around the parade and morning tea continue.**

Chap Richard Quadrio expressed his appreciation and also passed on positive feedback from those who attended for the well organised and successful event by the City of Darwin staff.

Hugo Leschen spoke to the tabled Chief Minister’s budget announcement The Territory Remembers:

- A $2.25 million investment in a special two year events program building towards the 75th anniversary of the Bombing of Darwin.

**Action** – Hugo Leschen to advise who will have carriage of this program.

6.4 The Great Air Race Centenary 2019 Update

Anna Malgorzewicz advised that the Fannie Bay History and Heritage Society are still determining what the celebration will be and have held discussions with the City of Adelaide.
6.5 Members’ Updates

The following updates were provided -

RSL, Stephen Gloster – a new counselling advocate has commenced and the office is located at Fannie Bay.

Defence, Scott Chenery – Battle of Coral Sea May 2015

7. ANY OTHER BUSINESS

7.1 Visit of Japanese Serviceman’s Family

An email forwarded from Tourism Top End from Sachi Hirayama seeking assistance with logistic coordination to spread the ashes of the late was the wife of the pilot, Shinji Kawahara whose reconnaissance was shot down on 17 August 1943 by Australian pilot Clive Caldwell 20 km east of Cape Fourcroy. Mr Shinji Kawahara’s granddaughter has made the request through Ms Hirayama.

The committee received and noted the email dated 28 April 2015 and agreed that Anna Malgorzewicz would advise Tourism Top End of its support and that the City of Darwin would assist with media and communications.

Action

City of Darwin to make a formal request to Defence for Navy involvement.

7.2 Len Darragh queried if there were any events commemorating the 70th Anniversary of the end of World War II.

Action

Anna Malgorzewicz to follow up.

8. DATE OF NEXT MEETING

Date: 24 June 2015
Time: 2.00 pm
Venue: Meeting Room 1

9. MEETING CLOSED – 3.00 pm
OPEN SECTION

Community & Cultural Services Committee Meeting – Monday, 18 May 2015

11. GENERAL BUSINESS

12. CLOSURE OF MEETING