



Business Papers

Community & Cultural Services Committee Meeting

**Tuesday, 20 June 2017
1.00pm**



Notice of Meeting

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 Tuesday, 20 June 2017, commencing at 1.00pm.

A handwritten signature in black ink, appearing to read "B P Dowd".

B P DOWD
CHIEF EXECUTIVE OFFICER

OPEN SECTION

C&CS/3

CITY OF DARWIN

COMMUNITY & CULTURAL SERVICES COMMITTEE MEETING

TUESDAY, 20 JUNE 2017

MEMBERS: Member R M Knox (Chair); The Right Worshipful, The Lord Mayor, Katrina Fong Lim; Member J A Glover; Member S J Niblock.

OFFICERS: Chief Executive Officer, Mr B Dowd; General Manager Community & Cultural Services, Ms A Malgorzewicz; Manager Recreation, Events and Customer Services, Mr M Grassmayr; Library Services Manager, Mrs K Conway; Manager Community Development, Ms K Hearn; Manager Regulatory Services, Ms B Rankmore; Executive Assistant, Ms K Long.

Enquiries and/or Apologies: Karen Long
E-mail: k.long@darwin.nt.gov.au - PH: 89300 633
OR Phone Committee Room 1, for Late Apologies - PH: 89300 519

Committee's Responsibilities

- Recreation & Leisure
- Family and Children Services
- Sister Cities
- Libraries
- Cultural Services
- Liquor Licences
- Youth Services
- Customer Services

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

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Reports, recommendations and supporting documentation can be accessed via the City of Darwin Council Website at www.darwin.nt.gov.au, at Council Public Libraries or contact the Committee Administrator on (08) 8930 0670.

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12. GENERAL BUSINESS.....40

OPEN SECTION

C&CS/6

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

1. **MEETING DECLARED OPEN**

2. **APOLOGIES AND LEAVE OF ABSENCE**
Common No. 2695036
 - 2.1 **Apologies**

 - 2.2 **Leave of Absence Granted**

3. **ELECTRONIC MEETING ATTENDANCE**
Common No. 2221528
 - 3.1 **Electronic Meeting Attendance Granted**

4. **DECLARATION OF INTEREST OF MEMBERS AND STAFF**
Common No. 2752228
 - 4.1 **Declaration of Interest by Members**

 - 4.2 **Declaration of Interest by Staff**

OPEN SECTION

C&CS/7

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

5. CONFIDENTIAL ITEMS Common No. 1944604

5.1 Closure to the Public for Confidential Items

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

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
17.1.1	8(b)	8(b) information about the personal circumstances of a resident or ratepayer
17.1.2	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person

5.2 Moving Open Items Into Confidential

5.3 Moving Confidential Items Into Open

6. WITHDRAWAL OF ITEMS FOR DISCUSSION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Community & Cultural Services Committee Meeting held on Tuesday, 20 June 2017 be received and considered individually.

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

THAT the Committee resolve that the minutes of the previous Community & Cultural Services Committee Meeting held on Tuesday, 23 May 2017, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

OPEN SECTION

C&CS/8

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

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

8.1 Business Arising

9. DEPUTATIONS AND BRIEFINGS

Nil

OPEN SECTION

C&CS/9

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

10.1 OFFICERS REPORTS (ACTION REQUIRED)

ENCL: COMMUNITY & CULTURAL SERVICES
YES COMMITTEE/OPEN

AGENDA ITEM: 10.1.1

MINUTES YOUTH ADVISORY COMMITTEE 1 JUNE 2017

REPORT No.: 17C0047 RH:es

COMMON No.: 3556739

DATE: 20/06/2017

Presenter: Youth Engagement Coordinator, Richelle Hedstrom

Approved: General Manager Community & Cultural Services, Anna Malgorzewicz

PURPOSE

The purpose of this report is to present Council with 1 June 2017 minutes (attachment A) of the Youth Advisory Committee (YAC) meeting and to present a summary of outcomes from the annual YAC 2017 Quiz4Dili Fundraiser.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies 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

- 1 June 2017 Youth Advisory Committee Meeting Minutes.
- Youth Advisory Committee raises funds for Action for Change Foundation (ACF) a not for profit youth organisation in Dili, Timor Leste.
- This report provides an overview of the event and reports on funds raised for the charity.

PAGE: 2
 REPORT NUMBER: 17C0047 RH:es
 SUBJECT: MINUTES YOUTH ADVISORY COMMITTEE 1 JUNE 2017

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 17C0047 RH:es: entitled Minutes Youth Advisory Committee 1 June 2017, be received and noted.
- B. THAT Council note that \$4,487 was raised in support of Action for Change following the 2017 Quiz4Dili Youth Advisory Committee fundraiser.
- C. THAT Council note its contribution of dollar for dollar fundraising matching for \$1000 in support of the 2017 Quiz4Dili Youth Advisory Committee funds raised.

BACKGROUND

PREVIOUS DECISIONS

DECISION NO. 18/5530

Community Committee Project Funding Policy

Report No. 03C0321 LMG:kl (05/08/03) Common No. 237945

Each committee engaging in fundraising activities will be eligible for an additional funding contribution of up to \$1,000 over and above the \$4,000 which can be applied for. The contribution will be allocated on a dollar for dollar basis for each dollar raised.

DISCUSSION

The June meeting of the Youth Advisory Committee (YAC) was attended by:

- YAC members
- Michelle Pipino – Foundation for Young Australians
- Alderman George Lambrinidis
- Youth Engagement Coordinator
- Youth Events and Training Officer
- One YAC observer.

Foundation for Young Australians - Launch Club

YAC welcomed Ms. Pipino to the meeting. Feedback was sought from YAC regarding participation in a new youth enterprise program titled Launch Club. The Launch Club project supports development of young entrepreneurs and is aimed at increasing the survival rate of start-up enterprises. The project, which is being piloted in four other regional communities around Australia, aims to support rapid diversification of local economies, reinforce positive aspects of localism and reduce

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 REPORT NUMBER: 17C0047 RH:es
 SUBJECT: MINUTES YOUTH ADVISORY COMMITTEE 1 JUNE 2017

youth unemployment. Interested YAC members will attend the July workshop with the Foundation for Young Australians and Think Lab Enterprise.

Quiz4Dili 2017

The purpose of the Youth Advisory Committee's Quiz4Dili annual event is to raise funds for Action For Change (ACF) a not for profit organisation founded and run by Timorese youth. ACF is a relatively small organisation that has had a positive impact on improving the lives of over 2300 Timorese youth in its short 5 years of operation. ACF provides programs in English language, computer skills and information technology, public management as well as other special projects in the community.

This year's fundraiser was held on Thursday 18 May 2017 at the Darwin Timorese Portuguese Club. Youth Advisory Committee members were active and led all levels of planning and delivery of the event, from promotion, to prize gathering, seeking of community support and all aspects of event coordination and logistics on the night.

Quiz4Dili was attended by over 100 people. All the questions were devised by YAC, with all games, raffles and management of the night facilitated and hosted by young people. Local MC and comedic talent Amy Hetherington was MC for the event. The event raised a total \$4,487 which is a YAC fundraising record in the 6 year history of the event.

YAC was successful in gaining support from the following businesses and organisations.

- Petra's Raw Cakes
- Pudukul Cultural Tours
- The Cheesecake Shop
- Rourke's
- The Cavanagh
- Northern Stone
- Breakout NT
- Darwin City Tattoos
- Cape Adieu harbour Cruises
- Deckchair Cinema
- Local Aboriginal Artist Chloe Ford
- Salsita Dance School

Certificates of appreciation have been prepared and sent to all above supporters.

CONSULTATION PROCESS

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

- Youth Advisory Committee.
- Manager Community Development.

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 REPORT NUMBER: 17C0047 RH:es
 SUBJECT: MINUTES YOUTH ADVISORY COMMITTEE 1 JUNE 2017

POLICY IMPLICATIONS

This report is guided by -

- Policy 053 – Sister Cities
- City of Darwin Youth Strategy ‘ *Young Darwin 2016 – 2021* ’

BUDGET AND RESOURCE IMPLICATIONS

A total of \$4,487 will be donated to ACF via international electronic funds transfer. This donation is inclusive of the \$1000 fundraising match per Council Policy 053.

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.

RICHELLE HEDSTROM
YOUTH ENGAGEMENT
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: Minutes Youth Advisory Committee 1 June 2017

YOUTH ADVISORY COMMITTEE

MINUTES

Thursday 1 June 2017

5.30pm – 7.30pm

Upstairs Meeting Room 1



1. MEETING OPENED

The regular meeting of the Youth Advisory Committee was opened at 5.30pm by chair Richelle Hedstrom.

2. PRESENT

Alderman George Lambrinidis	Elected Member
Richelle Hedstrom	Youth Engagement Coordinator
Alicia Kent	Youth Services Trainee
Emily Ford	YAC Member
Emmanuel Klemis	YAC Member
Kailey Coble	YAC Member
Tenneil Ross	YAC Member
Michelle Pippino	Foundation for Young Australians
Lisa Burnett	Youth Events and Training Officer
Jane Alia	YAC Observer

APOLIGIES

Rebecca Jennings	YAC Member
Hannah Illingworth	YAC Member
Jonathon McDonald	YAC Member
Cassie Wright	YAC Member

3. MINUTES OF PREVIOUS MEETING

Emily Ford (Moved) Kailey Coble (Seconded)

4. WELCOME

Observer - Jane Alia

Guest - YAC Welcomed Michelle Pipino from Foundation for Young Australians to the meeting.

5. GENERAL BUSINESS

5.1 2017 Indigenous Youth Parliament – Presentation YAC Member Emily Ford

Ms Ford provided a brief overview to YAC about her overall experience at the 2017 National Indigenous Youth Parliament held 23 -29 May at Parliament House Canberra. Ms Ford was one of 50 young Aboriginal and Torres Strait Islanders selected from around Australia, to meet over four days and connect with Australia's leaders, learn about democracy and have a say on important issues.

5.2 Guest Speaker – Foundation for Young Australians, New Work Order and Youth Enterprise discussion

YAC welcomed Ms. Pipino to the meeting. Feedback was sought from YAC regarding participation in a new youth enterprise program titled Launch Club. The following key aims and rationale areas of the project were discussed.

- Employment landscapes are shifting due to increased globalisation and automation. Many traditional industries such as manufacturing and public service are now offered offshore, online or in centralised urban areas, which significantly reduce traditional full time future work and study opportunities. Geographically isolated young Darwin residents are at greater risk of being unable to adapt to these changes, yet are in desperate need of opportunities to generate ideas and enterprises to address social challenges.
- The Launch Club project supports development young entrepreneurs in these communities and is aimed at increasing the survival rate of start-up enterprises. The project, which is being piloted in four other regional communities around Australia, has a key aim to support rapid-diversification of local economies, reinforce positive aspects of localism and reduce youth unemployment.

Action

- Interested YAC members to be invited by Youth Services Officer to follow up workshop with Foundation for Young Australians and Think Lab Enterprise.

5.3 Quiz 4 Dili Evaluations

YAC briefly discussed the recent Quiz For Dili fundraiser. The event raised more funds than any other previous year

Action

- Youth services trainee to contact all YAC members and determine a date suitable for evaluation for this project in June.

5.4 St Vincent De Paul CEO Sleep Out

Feedback was sought from YAC about the opportunity to participate in the St Vincent De Paul annual CEO Sleep Out scheduled for June 22 at the Darwin Waterfront.

Action

- Youth Services Trainee to contact all YAC members and determine who is interested in participating by 10 June. Date is set for the 22nd of June.

5.5 Breakout NT

Feedback was sought from YAC about their availability to attend a Breakout NT session, donated to the group by the Lord Mayor. The decision was made by the group to use this opportunity as a mid- year team building activity.

Action

- Youth services trainee to contact all YAC members and determine a date suitable for this in June.

5.6 Acknowledgement and thank you to Alderman George Lambrinidis

YAC thanked and acknowledged Alderman Lambrinidis for his contributions to and support YAC. The group wished him good luck for the 2017 Council election.

6. Meeting Closed 7:40pm**Next YAC meeting scheduled:**

Thursday 1 June 2017 @ 5:30pm – 7:30pm
Council Meeting Room 1- Upstairs Council Civic Centre.
Contact Person Youth Engagement Coordinator 0422 362 767

ENCL: **COMMUNITY & CULTURAL SERVICES**
 YES **COMMITTEE/OPEN**

AGENDA ITEM: **10.1.2**

AMPHITHEATRE FEES AND CHARGES - COMMERCIAL HIRERS

REPORT No.: 17C0046 AM:kl

COMMON No.: 3552504

DATE: 20/06/2017

Presenter: General Manager Community & Cultural Services,
 Anna Malgorzewicz

Approved: Chief Executive Officer, Brendan Dowd

PURPOSE

The purpose of this report is to recommend new Gardens Amphitheatre fees and charges for Commercial Hirers.

LINK TO STRATEGIC PLAN

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

Goal

5 Effective and Responsible Governance

Outcome

5.5 Responsible financial and asset management

Key Strategies

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

KEY ISSUES

- Council endorsed a trial period for the Darwin Entertainment Centre (performing Arts Centre) to manage the Gardens Amphitheatre. An agreement was executed that binds both parties to specific conditions and limitations, inclusive of Council approved fees and charges.
- Council staff are not venue managers whereas this is the primary function of the Darwin Entertainment Centre.
- Darwin Entertainment Centre has identified a number of service improvements to enhance the facility for hirers and patrons and these are being addressed in collaboration with the City of Darwin.
- During the current trial, Darwin Entertainment Centre has also identified recommended amendments to commercial hire fees to support the professional management and use of the facility.
- Recommended new fees and charges are for commercial hirers only. No alterations for community organisation use are recommended.

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 REPORT NUMBER: 17C0046 AM:kl
 SUBJECT: AMPHITHEATRE FEES AND CHARGES - COMMERCIAL HIRERS

RECOMMENDATIONS

That it be a recommendation to Council:-

- A. THAT Report Number 17C0046 AM:kl entitled Amphitheatre Fees and Charges - Commercial Hirers, be received and noted.
- B. THAT Council adopt the proposed schedule of new fees and charges to take effect from 1 July 2017 as contained in **Attachment A** of Report Number 17C0046 AM:kl entitled Amphitheatre Fees and Charges - Commercial Hirers.

BACKGROUND

PREVIOUS DECISION

DECISION NO.21\5013 (21/11/16)

Gardens Amphitheatre Management - Darwin Entertainment Centre Proposal
Report No. 16A0136 DL:jg (21/11/16) Common No. 3418690

- B. THAT Council agree to the proposal from the Darwin Entertainment Centre for a transfer of venue management for a trial period of 18 months from 1 January 2017 - June 2018, with a review in December 2017.*
- C. THAT Council notes established community bookings, such as Carols by Candlelight, will be retained at the current level of assistance and subsidy during the trial period.*

DECISION NO. 21\1396 (27/08/13)

Darwin Entertainment Centre
Report No. 13C0078 JB:kl (27/8/13) Common No. 2167470

- I. THAT the Darwin Performing Arts Centre Board be invited to submit a proposal for consideration in respect to the management of the Amphitheatre.*

DISCUSSION

Prior to the trial, the Gardens Amphitheatre was managed through the City of Darwin Customer Service area and staff also provided event planning advice and support to hirers. The transfer of venue management services to the Darwin Entertainment Centre has ensured the facility is under the control of a professional organisation whose core business is the management, marketing and promotion of events. During the first six months of the trial a number of service improvements to enhance the facility have been identified and implemented - for example, improved and compliant emergency egress and physical access to the stage.

PAGE: 3
 REPORT NUMBER: 17C0046 AM:kl
 SUBJECT: AMPHITHEATRE FEES AND CHARGES - COMMERCIAL HIRERS

During the current trial, Darwin Entertainment Centre has also identified recommended amendments to commercial hire fees to support the professional management and use of the facility. These new fees and charges will bring the management protocols and procedures in line with comparable venues in the nation and also provide assurance to the venue manager and community, of fair and reasonable access to the venue by commercial and community hirers alike. New commercial fees and charges, such as an increased security deposit and “bump-in – bump-out” charges, will ensure entrepreneurs do not block book the venue and cancel bookings at little advance notice.

It has also become apparent that over the years the City of Darwin was providing a very high level of in-kind subsidy to commercial hirers through organising on-site meetings, infrastructure bump-in and bump-out and block booking periods for event preparation and dismantling that created venue access issues and cost to Council. The proposed regime of “bump-in and bump-out” fees and charges will also contribute to a more disciplined booking procedure and use of the facility.

It is not recommended to alter the non-profit organisation fees and charges or cause any disadvantage to regular or new community hirers.

Consistent with the previous report to Council a further review report will be provided prior to the conclusion of the trial, to apprise Council of venue management and operational matters and recommendations for the future management of the Gardens Amphitheatre venue.

CONSULTATION PROCESS

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

- General Manager, Corporate Services

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

- Darwin Entertainment Centre

POLICY IMPLICATIONS

Nil.

BUDGET AND RESOURCE IMPLICATIONS

The proposed schedule of new fees and charges for commercial hirers only is contained in **Attachment A**. It is not proposed to amend the fees and charges for non-profit (community) organisations.

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 REPORT NUMBER: 17C0046 AM:kl
 SUBJECT: AMPHITHEATRE FEES AND CHARGES - COMMERCIAL HIRERS

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

A formal agreement was executed between the City of Darwin and the Performing Arts Centre (trading as the Darwin Entertainment Centre) and provides the framework

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.

ANNA MALGORZEWICZ
GENERAL MANAGER
COMMUNITY & CULTURAL
SERVICES

BRENDAN DOWD
CHIEF EXECUTIVE OFFICER

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

Attachments:

Attachment A: Proposed schedule of new Gardens Amphitheatre Fees and Charges

Attachment B: Extract City of Darwin Fees and Charges 2017/18 – Gardens Amphitheatre

ATTACHMENT A

GARDENS AMPHITHEATRE – PROPOSED NEW FEES AND CHARGES 2017/2018

Description	Current			Proposed	
Bump in/bump out & rehearsal days	Commercial	Bump In/Bump Out	Nil	50% of Hire Fee per day	
		Rehearsal	\$292		
Venue Security Deposit	Security Deposit	\$937	\$2,300		
	Key Deposit	\$112			
	Cleaning Deposit	\$490			
	Electricity Deposit	\$760			
Cancellation Conditions	Cancellation fee (within 6 months of the event date)	\$256	If the cancellation is notified more than six (6) months prior to the first Event Date.	Deposit will be refunded to the Hirer.	
			If the cancellation is notified less than six (6) months prior to the first Event Date.	Deposit will be retained by the Licensor.	
			If the cancellation is notified less than fourteen (14) days prior to the first Event Date.	The Hirer must pay the Hire Fee as if the Event took place on the Event Dates.	

25 Amounts in **BOLD** indicate GST is applicable and has been included

GARDENS AMPHITHEATRE

All enquiries and bookings are to be made through the Darwin Entertainment Centre on (08) 8980 3333. The Darwin Entertainment Centre manages the Gardens Amphitheatre on behalf of The City of Darwin.

<u>Basic Hire Charges</u> (No charges for bump in or bump out days)	2017/2018 Including GST
	\$
Booking Fee – per day/ night	
<u>Non Profit Organisations</u>	
• Performance	261.00
• Rehearsal	79.00
<u>Commercial Operations</u>	
• Rehearsal	292.00
• First Performance Night/ Day	1,654.00
• Sequential Performance Nights/ Days	1,117.00
<u>Wedding Receptions/Ceremonies/Private Functions</u>	256.00
Local Hirers Fee – Audiences < 500 persons	489.00
Cancellation Fee	256.00
Security Deposit	
• Commercial Operations	937.00 
Electricity in advance deposit, per day (unused balance is refundable to hirer) Note actual charge is calculated on units used + GST	760.00 
Cleaning Deposit	
• Non Profit	Free 
• Commercial organisation	490.00

 = Item is exempt from GST per ATO Division 81.

25

26 Amounts in **BOLD** indicate GST is applicable and has been included

GARDENS AMPHITHEATRE (cont'd.)

Bookings and Enquiries

All enquiries and bookings are to be made through the Darwin Entertainment Centre on (08) 8980 3333. The Darwin Entertainment Centre manages the Gardens Amphitheatre on behalf of The City of Darwin.

Electricity

Electricity deposit is calculated per day, in advance, for electricity usage. Electricity charge will be calculated after the event based on actual usage + GST, as determined from meter readings prior and subsequent to the event. The unused balance of the deposit will be refunded to the hirer.

Car Parking

Car Parking must be supervised. If Council staff is used, the Council shall be reimbursed the actual cost involved + GST.

Removal of Litter

The hirer is responsible for the removal of all rubbish and litter and shall lodge \$490.00 as a security deposit against this work being done to be paid by way of a bank cheque at least 14 days prior to day of hire.

Should the hirer NOT leave the area in a clean and tidy condition, the hirer shall pay the cost of Council labour at the rate stated under "**Council Rates for Clearing Away Rubbish**", in the "Parks" section of this booklet. The area **MUST** be cleaned by 12.00 noon on the day following an evening function.

Note

The hirer shall be responsible for any damage to buildings, gardens, lawns and anything within the area of hire during the period of hire and shall reimburse Council for any repairs or replacements.

A booking will not be confirmed until all relevant fees and charges have been paid.

☞ = Item is exempt from GST per ATO Division 81.

OPEN SECTION

C&CS/10

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

10.2 OFFICERS REPORTS (RECEIVE & NOTE)

ENCL: NO	COMMUNITY & CULTURAL SERVICES COMMITTEE/OPEN	AGENDA ITEM:	10.2.1
PAYSTAY SERVICES			
REPORT No.:	17C0038 BR:kl	COMMON No.:	3275805
			DATE: 20/06/2017

Presenter: Manager Regulatory Services, Brooke Rankmore

Approved: General Manager Community & Cultural Services,
Anna Malgorzewicz

PURPOSE

The purpose of this report is to inform the Council of plans to undertake a soft launch of the PayStay pay-by-phone parking system as a new and alternative method to paying for parking in the city centre.

LINK TO STRATEGIC PLAN

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

Goal

5 Effective and Responsible Governance

Outcome

5.1 Quality service

Key Strategies

5.1.3 Research, implement and support technology and communication systems to deliver services more efficiently.

KEY ISSUES

- A soft release of the PayStay pay-by-phone parking system is in response to desired outcomes expressed at the Council Workshop on Regulatory Services held in March to action alternative payment options for parking in the city centre.
- PayStay was previously trialled internally by City of Darwin staff in 2015.
- PayStay is the only pay-by-phone parking system that integrates with Pinforce, Council's infringement issuing and management system.
- A project management group has been formed to develop and roll out the implementation plan for the soft release of the PayStay app.
- PayStay will provide a new alternative payment option. City of Darwin will continue to provide the existing payment options of coin and credit card machines.
- PayStay is used successfully by a number of local governments including the City of Melbourne and Mackay Regional Council.

PAGE: 2
 REPORT NUMBER: 17C0038 BR:kl
 SUBJECT: PAYSTAY SERVICES

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17C0038 BR:kl entitled PayStay Services, be received and noted.

BACKGROUND

IN 2015 a trial of two parking payment systems was undertaken within the City of Darwin staff carpark to evaluate alignment of the applications with Councils infringement system and accessibility and ease of use for customers. The trial revealed that the PayStay system was the only one that integrated with Pinforce, Council's infringement issuing and management system.

DISCUSSION

PayStay is an easy to use pay-by-phone parking system that allows customers to pay for parking using smartphones and standard mobile phones.

A project management team has been created to develop and roll out the implementation of the soft release to the community. The team consists of:

- Manager Economic Development, Tourism and International Relations, who will provide input into the strategic elements of the launch.
- Manager Regulatory Services, as Regulatory Services have enforcement responsibility and will engage with the payment system on a daily basis
- Manager Engagement and Participation, who will provide advice on and oversee the communications strategy, consultation and PR.
- GIS Officer, who will provide advice and coordinate the IT related elements of the roll out.

While the implementation plan is currently being developed, elements of the soft release will include:

- Being undertaken for a fixed period of time
- Will be undertaken in an area that provides a variety of parking scenarios including all day and various time limited parking options
- Will be limited to a select number of participants and
- Will be seeking feedback and recommendations from the community

The soft release of this pay-by-phone parking system will be a positive public relations opportunity for Council and is in keeping with Council's vision to be a high performing capital city through the use of innovative technology and increased ease and flexibility for the community.

PAGE: 3
 REPORT NUMBER: 17C0038 BR:kl
 SUBJECT: PAYSTAY SERVICES

PayStay is currently used successfully by a number of local governments including the City of Melbourne and Mackay Regional Council.

CONSULTATION PROCESS

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

- Manager Engagement and Participation
- Manager Economic Development, Tourism and International Relations
- Manager Information Technology
- GIS Officer
- General Manager City Life

POLICY IMPLICATIONS

The PayStay app is consistent with the framework as described in Council Policy No 085 – Compliance and Enforcement.

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications will be provided in a further report to the Corporate and Economic Development Committee.

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.

BROOKE RANKMORE
MANAGER REGULATORY
SERVICES

ANNA MALGORZEWICZ
GENERAL MANAGER
COMMUNITY & CULTURAL
SERVICES

For enquiries, please contact Anna Malgorzewicz on 89300633 or email:
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ENCL: **COMMUNITY & CULTURAL SERVICES**
 NO **COMMITTEE/OPEN**

AGENDA ITEM: **10.2.2**

DEBRIEF TIMOR-LESTE DELEGATION TO DARWIN 15 TO 25 MAY 2017

REPORT No.: 17C0041 HP:es

COMMON No.: 3505291

DATE: 20/06/2017

Presenter: Sister Cities Project Officer, Holly Pedersen

Approved: General Manager Community & Cultural Services,
 Anna Malgorzewicz

PURPOSE

The purpose of this report is to present an overview of the 28-person Timor-Leste capacity building delegation to Darwin on 15 to 25 May 2017.

LINK TO STRATEGIC PLAN

The issues addressed in this Report are in accordance with the following Goals/Strategies 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

- City of Darwin hosted a 28 member inbound delegation from Timor-Leste during the month of May 2017.
- A capacity development program was delivered involving City of Darwin officers from across the organisation, NTG agency representatives and non-government organisations.
- The delegation was a successful outcome of many years of planning and negotiation between the Dili Sister Cities Advisory Committee and the Timor-Leste authorities.

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17C0041 HP:es entitled Debrief Timor-leste Delegation To Darwin 15 To 25 May 2017, be received and noted.

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 SUBJECT: DEBRIEF TIMOR-LESTE DELEGATION TO DARWIN 15 TO 25 MAY 2017

BACKGROUND

PREVIOUS DECISION

DECISION NO. 20\2165 (27/10/09)

Report on Sister Cities Delegation to Dili, Timor-Leste in May 2009

Report No. 09C0157 SF:es (30/09/09) Common No. 1568269

- B. THAT Council support the proposal to mentor a staff member from Dili District Administration and that a letter of invitation be sent to the Dili District Administrator inviting him to nominate a Dili staff member from Dili District Sanitation to come to Darwin for a period of up to 2 weeks to be mentored/trained by Darwin City Council staff on Council's Waste Management and Environmental Services.*

DISCUSSION

The Dili Sister City Advisory Committee has long advocated for a waste management exchange to be undertaken by staff from the District of Dili. In late April 2017 the Timor-Leste Government approached City of Darwin and requested an opportunity for training in various areas specific to local government be provided for a large delegation from across Timor-Leste.

An educational program for the delegation was prepared with extensive input from all departments at City of Darwin. Power and Water Corporation, Keep Australia Beautiful, and Litchfield Council also contributed one session each. The Dili Sister City Advisory Committee was consulted and contributed significant cross-cultural information and advice.

In addition to the learning program, the delegation enjoyed attending the Quiz4Dili as guests of the Youth Advisory Committee. The Lord Mayor also hosted a Welcome Afternoon Tea, and a Certificate of Completion Ceremony. City of Darwin staff hosted a farewell BBQ lunch following the Certificate of Completion Ceremony.

The inbound delegation was a dedicated and studious group and the beneficial outcomes of the exchange opportunity for both sides of the relationship will endure for many years to come. This opportunity to host such a comprehensive and valuable capacity building experience is indeed a highlight of the City of Darwin Sister Cities and international relations program.

CONSULTATION PROCESS

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

- Manager Community Development

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

- Dili Sister City Advisory Committee
- Timor-Leste Consulate, Darwin

POLICY IMPLICATIONS

Hosting the delegation aligned with Council Policy 053 Sister Cities as it advanced the city's international and cultural relationships, promoting cultural diplomacy and community capacity building in an international context.

BUDGET AND RESOURCE IMPLICATIONS

Hosting the delegation required significant commitment of time and operational knowledge from City of Darwin staff, including staff from both the Civic and Operations Centres. Time was allocated to prepare presentations, travel to, from, and around various CoD locations including waste management facilities, parks, a City tour, and tours of developments.

Significant financial investment was provided by the Timor-Leste Government. Costs incurred by the City of Darwin were limited to hospitality expenses that totalled \$1737.25.

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.

HOLLY PEDERSEN
SISTER CITIES PROJECT
OFFICER

ANNA MALGORZEWICZ
GENERAL MANAGER
COMMUNITY & CULTURAL
SERVICES

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OPEN SECTION

C&CS/11

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

11. INFORMATION ITEMS

11.1 Notes Dili Sister City Advisory Committee 18 April 2017

Document No. 3555783

*The item is **Attachment A**.*



MEETING NOTES

DILI SISTER CITY ADVISORY COMMITTEE OUT OF SESSION MEETING – TIMOR-LESTE DELEGATION 2017 5pm, Tuesday 18 April 2017 Meeting Room 1, City of Darwin Civic Centre

1. PRESENT

Jill Khun	Community representative (Chair)
Lynnette Bigg	Community representative
Lorraine Sushames	Community representative
Theresa Caldwell	Community representative
Alderman Gary Haslett	Elected Member
Alderman Bob Elix	Elected Member
Luccio Cercarelli	General Manager Infrastructure
Francisco Filipe	Consul General (CG) – DRTL
Katie Hearn	Manager Community Development
Holly Pedersen	Sister Cities Project officer

2. OVERVIEW OF INBOUND DELEGATION REQUEST

- Delegation: Sunday 7 May 2017 – Sunday 21 May 2017
- 26 technical staff assigned from the 12 municipalities to receive capacity building (learning program) over 2 weeks in Darwin with no incurred costs to City of Darwin.
- Vice-Minister of State Administration requests practical experience in the areas of:
 - *Parks care and maintenance*
 - *Waste, recycling and planning*
 - *Storm water drains/waste water*
 - *Plastic waste*
 - *Community education campaigns.*
 - *Learning is needed at a very basic level.*
 - *Guest - Consul-General of Timor-Leste, Francisco Felipe*
- CG advised he has sought information on each delegate role, responsibility, and language and learning requirements.
- CG reiterated need for skill building to be focused at very basic level.
- Government of Timor-Leste will provide all transport, food and accommodation for the 26 staff.
- Language/Interpreter to be confirmed however CG indicated Indonesian, Tetum and English. CG will assist in sourcing and providing translators.
- CG advised it is preferable that all delegates are upskilled across all subject areas.
- There has been a recent name change to municipalities.
- Ideally, delegates would be assisted to develop a basic strategic plan in environment, parks and waste care.
- The aim of the delegation is to obtain basic knowledge and sustainable alternatives to waste management that could be replicated across municipalities.

3. GENERAL MANAGER OF INFRASTRUCTURE, LUCCIO CERCARELLI

- General discussion regarding prior visits to Timor-Leste and current waste management practices.
- Council are keen to assist in skill sharing however it is very important that detailed information as to learning needs and delegate positions are provided in advance so a customised capacity building program can be created.
- Council will provide boots, fluoro vests and gloves with likely scheduling to be half day learning and half day field experience.

4. DELEGATION ENGAGEMENT - POSSIBLE OPTIONS

- Identify Committee member availability and engagement with delegation.
- Committee to advise availability via email.

NB - DRAFT SUGGESTIONS ONLY

Date	Event	Time
Sunday May 7	Delegate arrival – Committee to meet and greet if possible	TBA
Monday 8 May	ID cards / Civic Centre Tour (possibly Alderman Elix)	8:30am
	Welcome CEO, Lord Mayor, Elected Members and Committee – Morning Tea	10:30am
Tuesday 9 May	Council Meeting	5pm
Thursday 11 May	Mindil Beach Markets Committee dinner	5pm – 8:30pm
Monday 15 May	Citizenship Ceremony Function Room, Civic Centre	10am – 12pm
Thursday 18 May	Quiz4Dili Youth Advisory Committee hosting	6:30pm – 10pm
Friday 19 May	Delegates to present strategic plans *	TBC
	Farewell BBQ Lunch with Council staff and Committee	12:30pm

5. GENERAL COMMITTEE SUGGESTIONS

- Sister Schools Connection to be explored / arranged – SCPO to action
 - Anula Primary School
 - Wagaman Primary School
 - Karama Primary School
 - Nemarluk School
- Follow up Jape Family

6. Meeting Closed 5.55pm.

OPEN SECTION

C&CS/12

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

11.2 Minutes Access and Inclusion Advisory Committee 17 May 2017
Document No. 3555782

*The item is **Attachment A**.*



**MINUTES
ACCESS & INCLUSION
ADVISORY COMMITTEE
Wednesday 17 May 2017
1.30pm – 3.00pm**

Casuarina Library Meeting Room, Bradshaw Terrace

1. PRESENT

Deborah Bampton	Chairperson, Community Representative
Lynne Strathie	Community Representative
Cassandra Jevdenijevec	Community Representative
Jennifer Harlock	Specialist Representative, Building Services Advisory
Susan Burns	Specialist Representative, National Disability Services NT
Alderman Simon Niblock	City of Darwin
Nik Kleine	Specialist Representative, City of Darwin
Tahlia Joy	Community Inclusion Coordinator, City of Darwin

2. APOLOGIES

Sue Shearer	Specialist Representative, COTA NT
Alex Rae	Specialist Representative, Passenger Transport, Department of Infrastructure, Planning and Logistics
Julie Forrest-Davies	Community Representative

Apologies noted and Committee quorum declared, consisting of 6 members.

Noted meeting date was rescheduled from 10 May 2017 to 17 May 2017 in order to reach quorum.

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA

Nil declared.

4. ACCEPTANCE OF PREVIOUS MINUTES (08/03/2017)

Accepted by Susan Burns Seconded by Cassandra Jevdenijevec, carried

5. GUEST SPEAKER – Traci Keys, Director Anti-Discrimination Commission NT

Unable to attend rescheduled date of 17 May 2017. Tahlia Joy and Deborah Bampton will meet separately with Traci Keys within the next two weeks. DB will provide an update at the next Committee meeting

6. BUSINESS ARISING FROM PREVIOUS MINUTES (08/03/2017)

6.1 Recruitment of new Committee members

- 6.1.1 Sue Shearer (CEO COTA) to be the new COTA representative
- 6.1.2 Alex Rae, Specialist Representative, Passenger Transport
- 6.1.3 Community Representative

6.1.4 Community Representative

Noted that Tahlia Joy and Deborah Bampton are following up with agencies who have expressed verbal interest in recommending and supporting people to attend as Community Representatives.

A verbal - informal expression of interest has been received by Liz Reid the Executive Officer of Youthworx NT to be a Community Representative. Deborah Bampton has encouraged Liz Reid to submit a formal application.

6.2 Disability Awareness Festival

Deborah Bampton and Tahlia Joy submitted a proposal to the Committee to replace the Disability Awareness Festival with a project model approach. The project model approach allows for year round events and a greater expression of community inclusion as it will enable events previously restricted to the Disability Awareness Festival to enhance existing and established celebrations and initiatives, such as an event for employers in October Business Month.

The Committee formally gave unanimous support for the proposal. A name for the project would be decided through out of session email. The Committee agreed that the project should be developed now and implemented for end 2017.

The Committee agreed that the Disability Awareness Festival would run as per previous years for 2017 with 3 major City of Darwin events throughout a timeframe agreed by the Disability Awareness Festival Sub-Committee.

ACTION	Tahlia Joy to circulate name suggestions to Committee for comment and preferences.
ACTION	Draft project plan and scoping endorsed by Committee for operational implementation.

6.3 Anula Playground – accessible toilets

Nik Kleine advised they are proceeding with the design, despite certification issues due to shower recess in the existing toilet block needing to be replicated in the additional toilet. Committee agreed that this was not in the best interest of the intended usage of the toilets as they are attached to a playground. The shower poses a WHS risk. Nik Kleine reported that works were not likely to be finished before the Disability Awareness Festival Events.

7. GENERAL BUSINESS

7.1 Transport consultation draft for Commonwealth Department of Infrastructure

Due date of 31 May 2017 for a formal submission to the consultation will not allow sufficient time for the Committee to make a formal submission. Suggested that members of the Committee make contact with other organisations who are preparing formal submissions;

- Liz Reid: YouthWorx NT
- Damian Griffis: First Peoples Disability service. Damien is hosting a consultation on 24 May 2017 in the NT.

ACTION	Tahlia Joy to make contact with Damien to find out more details. Tahlia Joy to send SB details.
ACTION	Tahlia Joy to advise Alex Rae and see if he is able to attend.

Discussion proceeded with specific commentary about the document.

- Little information provided about air transport accessibility. Suggestion to comment formally on:
 - Information regarding the airline quota's for number of people with disability allowed to fly on one flight.
 - Information on the respectful and dignified boarding and disembarking assistance for a person with disability.
 - Appropriate disability training for airport staff.
 - Times of booking - nominating what aids are required for navigating through the airport as well as on flight.
 - Maintaining a standard of air transport accessibility for smaller/ regional airports.

Committee agreed to come together out of session to review *The Whole Journey* and decide how City of Darwin can begin to embed good practice standards in advance of the final national standards release.

ACTION	Tahlia Joy to book a date in June for Committee to review <i>The Whole Journey</i> document.
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7.2 Reviewing Access Plan

- Agreed to extend the launch date to 2018.
- Noted that IATA has offered expertise as access consultants in forming the new Plan.
- Engaging IATA identified as a potential for collaboration project with LGANT.
- First meeting will be set for after June 2017
- Sub-Committee Members: Deborah Bampton, Lynne Strathie, Julie Forrest-Davies and Jennifer Harlock.

7.3 Portable Accessible Toilet

Discussion about managing the logistics of a subsidised fee arrangement for community services hire of accessible toilets for events. The Committee agreed to include the advice for hire of accessible toilets to their events guide on the City of Darwin website (<https://www.darwin.nt.gov.au/explore/managing-an-event/event-planning-guide/overview>)

ACTION	Tahlia Joy to include a review of the Events checklist on next Access and Inclusion Advisory Committee meeting Agenda
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7.4 Members' Update

Jennifer Harlock provided an update regarding the Building Ministers Forum, held on 21 April 2017. Specifically, the ministerial discussion of accessible housing on a national scale. Communique attached to minutes (**Attachment A**). Nik Kleine has allocated budget in the 2017/2018 financial year for the rejuvenation of Jingili Water Gardens Park.

8. ACCESS PLAN ACTION LIST (Attachment B)

Document needs to be updated.

Updates

ITEM 3 – Physical Access

- Nik Kleine reported that preliminary discussions have been held about improving the accessibility of Fannie Bay Shopping Centre. First step is for Nik Kleine to complete a survey of the land and underground.
- All Committee members are encouraged to download and use City of Darwin Click and Fix application. <https://www.darwin.nt.gov.au/live/property-rates/report-an-issue/click-and-fix>

ITEM 6 – Employment

- Noted that City of Darwin People, Culture and Capability will need to collaborate with Julie Forrest-Davies to establish the actions within this Item.

ACTION	Tahlia Joy to update and provide a draft review of Action Plan.
ACTION	Sue Shearer to provide an update on IdA collaboration with City of Darwin and Tourism NT for creating and maintaining a website of accessible tourist hotspots.
ACTION	Cassandra Jevdenijevic and Lynne Strathie to view new City of Darwin website and provide personal feedback on accessibility standards.

9. ANY OTHER BUSINESS

9.1. Tourism Top End; Opportunity for collaboration to create or update "Accessibility Maps" for the Darwin area. Contact person is: Janine Fidock Marketing Manager

Committee interested in learning more about potential collaboration. Questions of note:

- Who are the "experts" for determining whether a venue meets or exceeds accessibility standards?
- Who will assume responsibility for the up keep and maintenance of the mapping?
- What are the guidelines for accessibility, beyond the standards?

- What is included as “accessible”; venues with Recharge Scheme? Parks with a Liberty Swing?

Tahlia Joy also mentioned new national website and application set to launch in the NT possibly in 2018 (<https://clickability.com.au/>) Tahlia Joy has made contact and expressed initial support in the roll out for Darwin.

10. NEXT MEETING

Wednesday 12 July 2017

11. MEETING CLOSED

2:53pm

2017 Remaining Meeting Dates

Wednesday 13 September 2017

Wednesday 8 November 2017

All meetings are from 1.30pm to 3.00pm at the Casuarina Library Meeting Room.

OPEN SECTION

C&CS/13

Community & Cultural Services Committee Meeting – Tuesday, 20 June 2017

12. GENERAL BUSINESS