

# **Business Papers**

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## **Community & Cultural Services Committee Meeting**

Tuesday, 18 October 2016  
1.00 pm



# Notice of Meeting

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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, 18 October 2016, commencing at 1.00 pm.

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

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

Office Use Only

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Removed from Public Notice Board: \_\_\_\_\_

# OPEN SECTION

C&CS10/1

## CITY OF DARWIN

### COMMUNITY & CULTURAL SERVICES COMMITTEE

TUESDAY, 18 OCTOBER 2016

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; Executive Assistant, Ms A Smit.

**Enquiries and/or Apologies: Arweena Smit**  
**E-mail: a.smit@darwin.nt.gov.au - PH: 89300 685**  
**OR Phone Committee Room 1, for Late Apologies - PH: 89300 519**

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### ***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](http://www.darwin.nt.gov.au), at Council Public Libraries or contact the Committee Administrator on (08) 8930 0670.

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# OPEN SECTION

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Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

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
  
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**
  
5. **CONFIDENTIAL ITEMS**  
Common No. 1944604

Nil

## 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, 18 October 2016 be received and considered individually.

# OPEN SECTION

C&CS10/5

## Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

### **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, 20 September 2016, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

### **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&CS10/6

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

## 10.1 OFFICERS REPORTS (ACTION REQUIRED)



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

AGENDA ITEM: **10.1.1**

**ACCESS AND INCLUSION ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE**

REPORT No.: 16C0082 JA:kl

COMMON No.: 3264071

DATE: 18/10/2016

**Presenter: Senior Social Policy & Program Officer, Jane Alley**

**Approved: General Manager Community & Cultural Services, Anna Malgorzewicz**

**PURPOSE**

The purpose of this report is to seek endorsement of the draft amended Terms of Reference for the Disability Advisory Committee (renamed Access and Inclusion Committee).

**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**

- Review of Terms of Reference at **Attachment A**.

**RECOMMENDATIONS**

THAT it be a recommendation to Council:-

- A. THAT Report Number 16C0082 JA:kl entitled Access and Inclusion Advisory Committee Draft Terms of Reference, be received and noted.
- B. THAT Council endorse the amended Terms of Reference for the Access and Inclusion Advisory Committee at **Attachment A** of Report Number 16C0082 JA:kl entitled Access and Inclusion Advisory Committee Draft Terms of Reference.

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- C. THAT the Disability Advisory Committee be formally entitled Access and Inclusion Advisory Committee.

## **BACKGROUND**

### **PREVIOUS DECISIONS**

DECISION NO. 21\4861 (27/09/16)

#### **Minutes Disability Advisory Committee Meeting 12 September 2016**

Report No. 16C0077 JA:kl (20/09/19) Common No. 3264071

- B. *THAT Council appoint Deborah Bampton as Chair and Lynne Strathie as Deputy Chair of the Disability Advisory Committee for the term 12 September 2016 to 30 June 2018.*
- C. *THAT the Terms of Reference for the Disability Advisory Committee be further reviewed.*

## **DISCUSSION**

At the September Community & Cultural Services Committee meeting, the Committee requested that further work be done on the Terms of Reference (ToR). The redrafted ToR is presented for Council endorsement following consultation and refashioning of the framework in alignment with contemporary approaches to disability, access and inclusive community development.

## **CONSULTATION PROCESS**

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

- Manager Community Development
- General Manager Community and Cultural Services

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

- City of Darwin Disability Advisory Committee

## **POLICY IMPLICATIONS**

The recommendations in this report are consistent with City of Darwin Policy No 008 – *Community Participation, Access and Inclusion* that commits to ensuring equity of access to its services, facilities and programs by people of all ages and abilities. The new terminology and broadening of scope of the Terms of Reference from access, to access and inclusion is consistent with contemporary policy directions, namely the National Disability Strategy 2010-2020 and with current policies and practice in other jurisdictions.

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### **BUDGET AND RESOURCE IMPLICATIONS**

Nil.

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

Nil.

### **ENVIRONMENTAL IMPLICATIONS**

Nil.

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

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

**JANE ALLEY**  
**SENIOR SOCIAL POLICY &**  
**PROGRAM OFFICER**

**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 and Inclusion Advisory Committee Draft Terms of Reference

## ACCESS AND INCLUSION ADVISORY COMMITTEE TERMS OF REFERENCE

### **Purpose**

*The Access and Inclusion Advisory Committee (AIAC) operates to advocate, inform, and guide Council on improved access and inclusion for all people of all abilities, living, working, studying or visiting the Darwin municipality.*

Access and inclusion recognises that community attitudes, ways of doing things, how buildings, cities, and workplaces are designed and built and how services are delivered, influence the level in which people of varying abilities can engage in employment, economic participation and community life.

The AIAC is established pursuant to Section 54 of the *NT Local Government Act* and has no delegated decision making power from Council.

### **Objectives**

- To represent the access and inclusion issues and needs of people of all abilities living, working, studying or visiting the City of Darwin.
- To provide advice to Council on access and inclusion in the development, implementation and review of policies, plans, programs and other Council activities.
- To review and monitor the progress of requests made to Council associated with access and inclusion issues.
- Identify actions that City of Darwin may take to improve access on its property.
- To assist Council communicate, consult and engage effectively and inclusively with people of all abilities in the Darwin community.
- To partner with businesses, services and organisations in the Darwin community to improve access and inclusion.
- To provide education and information to improve community awareness of the needs and rights of people with disability and those with access and inclusion issues, through positive and proactive media, social marketing, community events, festivals, forums, and other initiatives.
- To keep Council informed of developments in standards and technology which can improve access and inclusion to its services and buildings.
- To guide the development and implementation of City of Darwin's Access and Inclusion Plan and annual Action Plans.

### **Membership**

In accordance with the *Local Government Act*, City of Darwin shall appoint suitably qualified individuals to be members of the AIAC. Membership will be representative

of the diversity of the Darwin community (including age, gender, ethnicity, disability/ carer) and will reflect the skills and expertise required to meet the purpose and objectives of the AIAC. The Access and Inclusion Advisory Committee shall comprise:

- a City of Darwin Alderman
- a representative from the City of Darwin Infrastructure Department
- a representative of the City of Darwin Community and Cultural Services Department
  
- six (6) community members that are representative of a range of abilities and lived experiences of disability including a young person and a representative from the employment and education sector.
  
- four (4) organisation members that provide services and or advocate, for access and inclusion
  - National Disability Services NT (NDS NT)
  - Council on the Ageing NT (COTA NT)
  - Department of Infrastructure, Planning and Logistics – Building Advisory Services
  - Department of Infrastructure, Planning and Logistics – Transport
  
- Members will be appointed for a two year term being 1 July to 30 June.
  
- Nominations for vacancies will be called as required and appointments will be to the end of the current term.
  
- Membership will expire if a member does not attend three (3) consecutive regular meeting occasions without approved leave of absence.
  
- The Chair and Deputy Chair will be nominated by the membership at the first meeting and recommended to Council for appointment.
  
- The Chair will be nominated for the term of the Committee and may be nominated for up to three continuous terms. The Deputy Chair will be nominated on an annual basis.

### ***Meetings***

- Meetings will occur at a minimum every 2 months or earlier as required.
- A quorum will consist of the majority of its members.
- A review of the Terms of Reference will occur biennially, to time with membership appointments.

# OPEN SECTION

C&CS10/7

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

## 10.2 OFFICERS REPORTS (RECEIVE & NOTE)

<b>ENCL: NO</b>	<b>COMMUNITY &amp; CULTURAL SERVICES COMMITTEE/OPEN</b>	<b>AGENDA ITEM: 10.2.1</b>
<b>LIBRARY SURVEY</b>		
<b>REPORT No.: 16P0006 KC:md</b>	<b>COMMON No.: 1943023</b>	<b>DATE: 18/10/2016</b>

**Presenter:** Manager Library Services, Karen Conway

**Approved:** General Manager Community & Cultural Services,  
Anna Malgorzewicz

### **PURPOSE**

This report presents results and key findings from the recent extensive community Library survey.

### **LINK TO STRATEGIC PLAN**

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

#### **Goal**

2 Vibrant, Flexible and Tropical Lifestyle

#### **Outcome**

2.3 Increased sport, recreation and leisure experiences

#### **Key Strategies**

2.3.1 Enhance library and information services

### **KEY ISSUES**

- Results of a library research project that included gathering data to understand the membership profile of all libraries, an extensive community engagement survey and conducting focus groups
- Key findings from the results of the survey are that the community main use of the libraries is to browse and search for the written book.
- There is a need for access to quiet spaces in the library, improved car parking and evidence to review opening hours at all libraries.
- Results of the survey will inform the future programs and services delivered by libraries to the community and the development of a library action plan.

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## **RECOMMENDATIONS**

THAT the Committee resolve under delegated authority:-

THAT Report Number 16P0006 KC:md entitled Library Survey, be received and noted.

## **BACKGROUND**

The purpose of conducting a research project was to understand current community perceptions of the City of Darwin libraries programs and services and performance, and to identify ways to engage non- users to get a better understanding of our community aspirations for a library service.

## **DISCUSSION**

In 2015, City of Darwin Libraries engaged Acuitas Research to conduct a research project to engage with the greater Darwin community to gather information and an understanding of the level of satisfaction of current users as well as identify the level of use of our libraries.

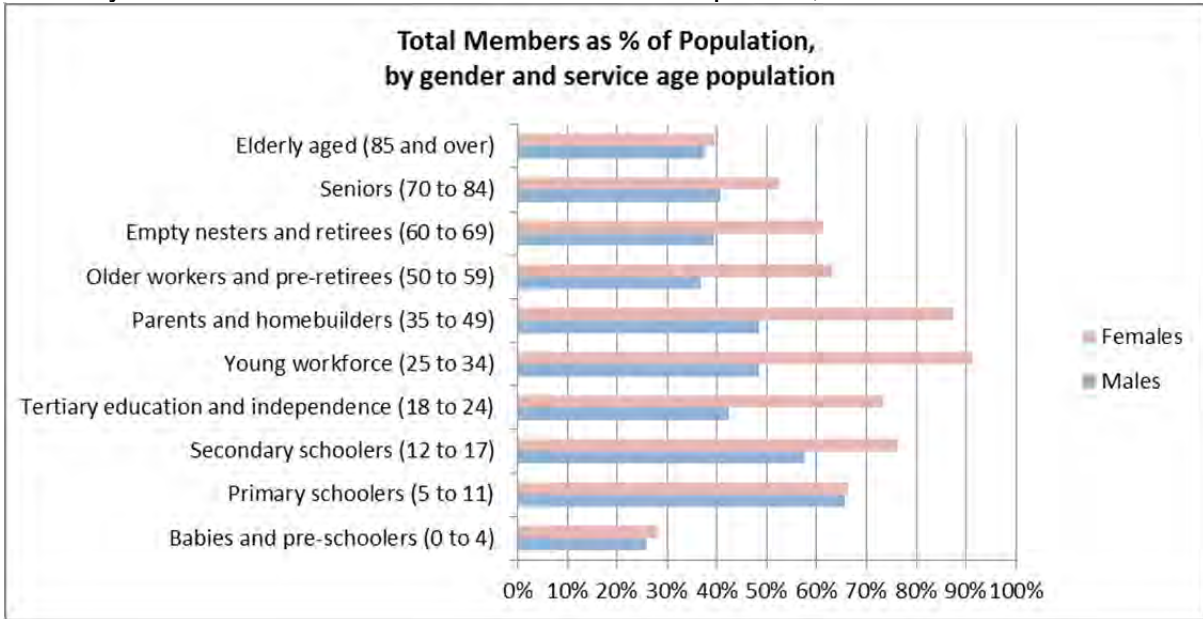
The project consisted of three parts:

Firstly, a collection and exploration of existing data collected by the libraries to establish an understanding of what City of Darwin Libraries are currently offering the community and a profile of what the current membership consists of compared to the wider Darwin community.

From this data collection exercise a membership profile was developed for all libraries, using the 2011 Census Data by Gender and Service Age Populations for the City of Darwin and the ABS population growth projections for Greater Darwin Region to 2015. A total population figure of 75,568 was used.

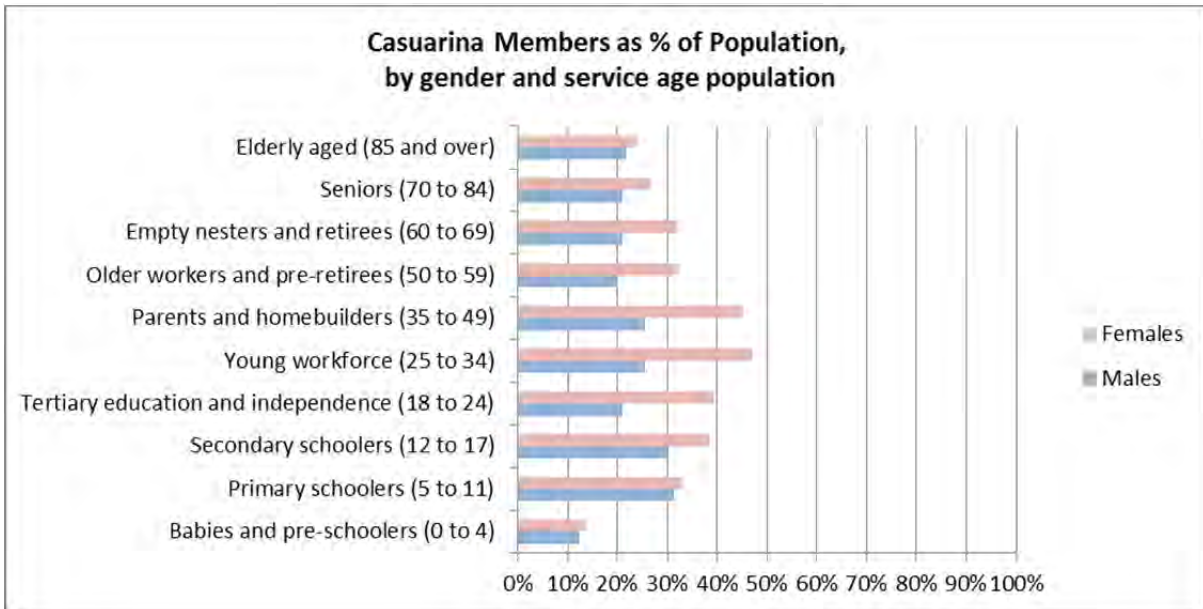


The City of Darwin libraries has a total membership of 46,526 members.



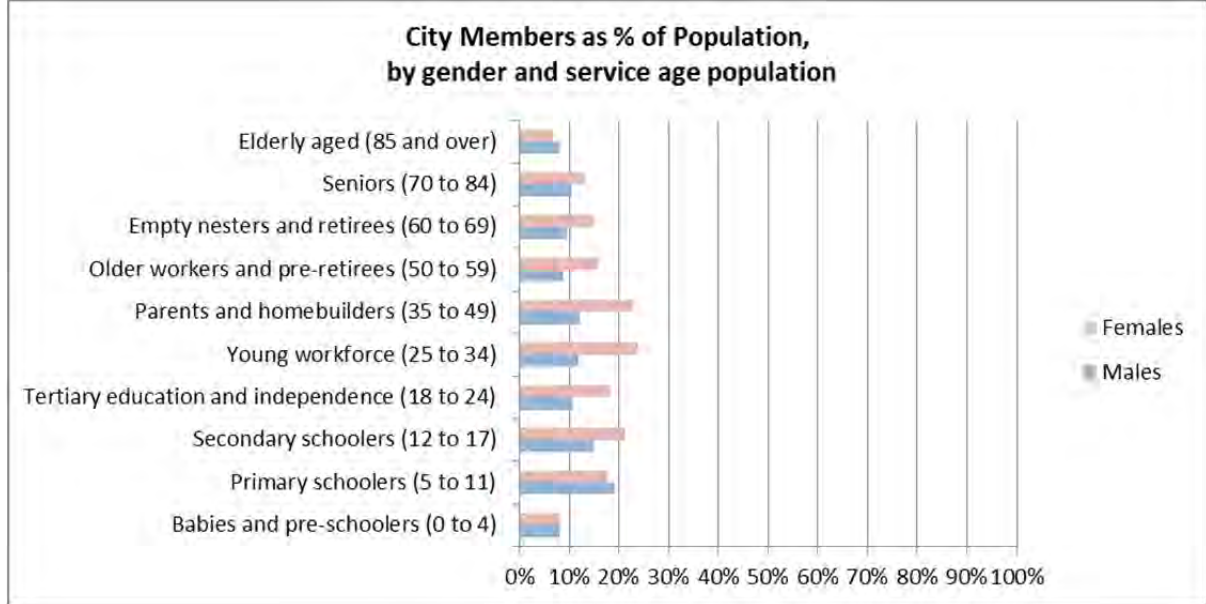
- Membership profiles for each library as a percentage of the population.

**Casuarina Library – age gender profile**  
**Total membership 23,939 members**

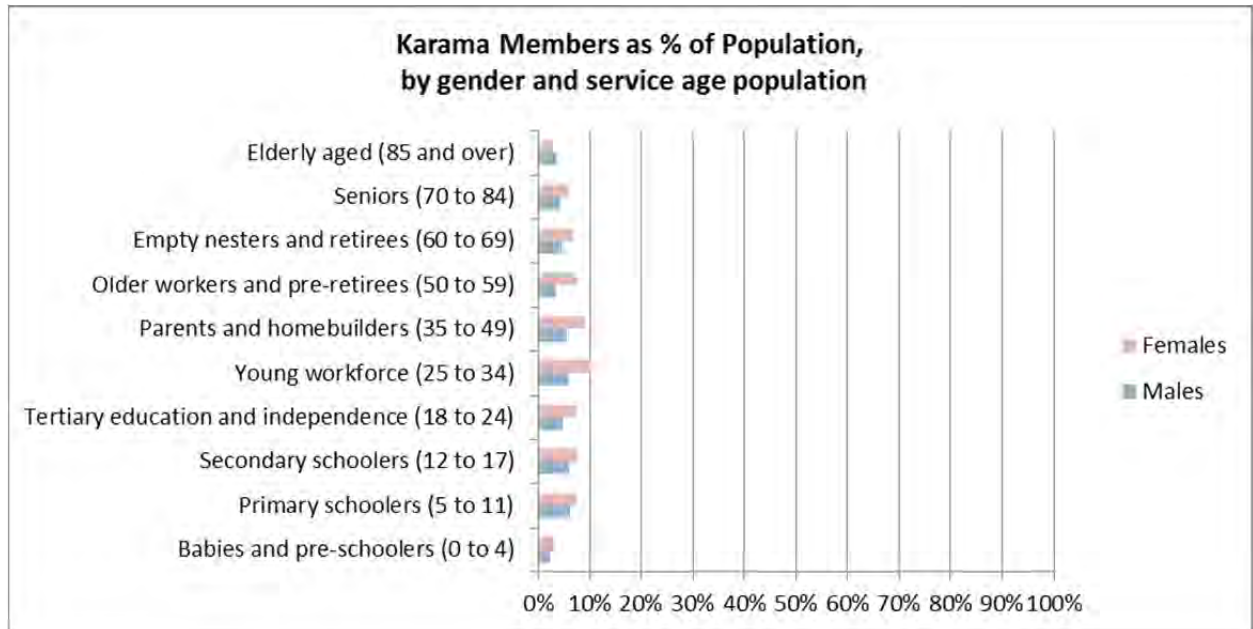


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**City Library - age gender profile**  
**Total membership – 11,980 members**

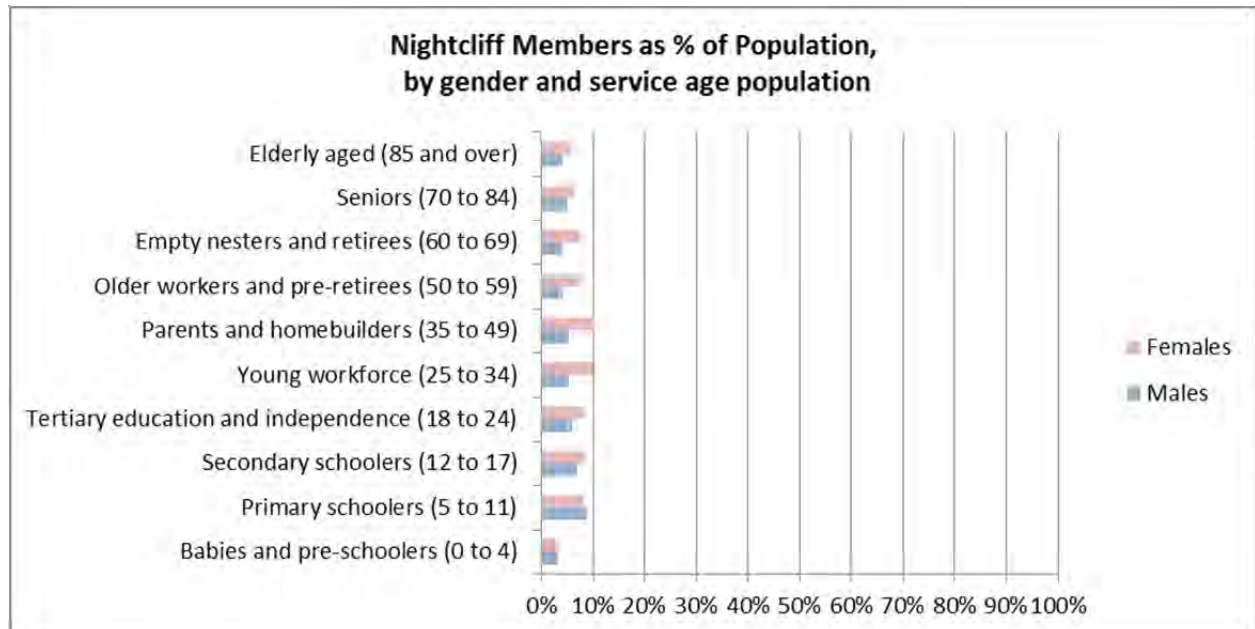


**Karama Library- age gender profile**  
**Total membership 5,062 members**



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### Nightcliff library - age gender profile Total membership 5,440 members



The highest penetration of membership within the City of Darwin population is children aged 6-17 years and females aged 25 to 49 years. The lowest penetration of membership to the City of Darwin population was males aged 50 to 69 years.

The second part was to conduct focus groups using the results of the data collection exercise and targeting the members in key growth segments and to contrast this with non-users within the City of Darwin population.

Two key market segments have been identified from the desktop research, these are:

- Females aged 25-49 years of age: This group is currently a high frequency user segment. About 1/3 of the City of Darwin population in this segment are active members of the libraries.
- Retirees and seniors: This has been identified as a growing market; with a moderate to low proportion of the early retiree and senior groups making up the active membership (about 20-25% of the population are active members).

On this basis four focus groups consisting of 8 to 12 members each were recruited as follows:

1. Members – Female aged 25 to 49 years of age
2. Non-Members – aged 25 to 49 years of age.
3. Members – Retired or approaching retirement
4. Non-members – Retired or approaching retirement

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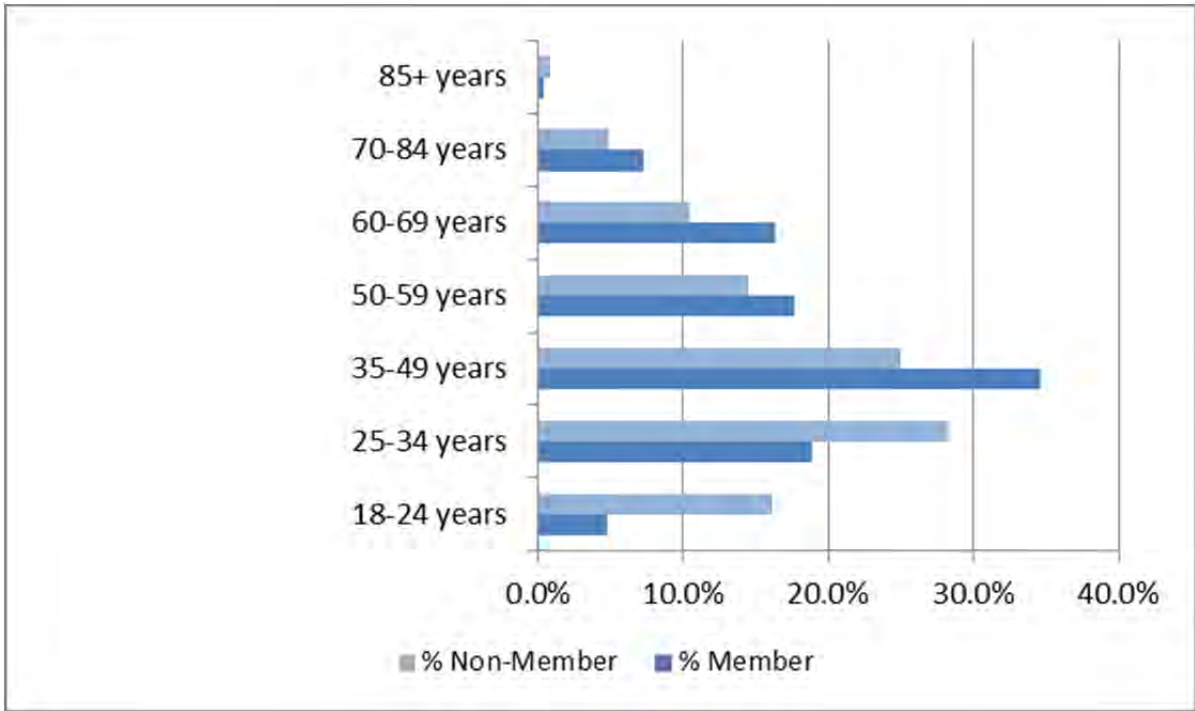
The objective of the member focus groups was to understand in a qualitative sense why members used the library and to reflect on whether they felt their library usage was typical or atypical of their peer group. In addition the objective with the member groups was to understand their library experience and to elicit suggestions about what would make their library experience better. For the non-member groups the objective was to understand their overall level of awareness of the libraries, their perceptions of the libraries, their barriers to library usage, their past library usage and their projected future library usage. The focus groups discussed a wide variety of topics including, Library spaces, opening hours, Wi-Fi access and library events.

Following the focus groups an extensive online survey was designed to further quantify the barriers and suggestions gathered in the focus group, as well as to gauge additional feedback on the library facilities, services and programs.

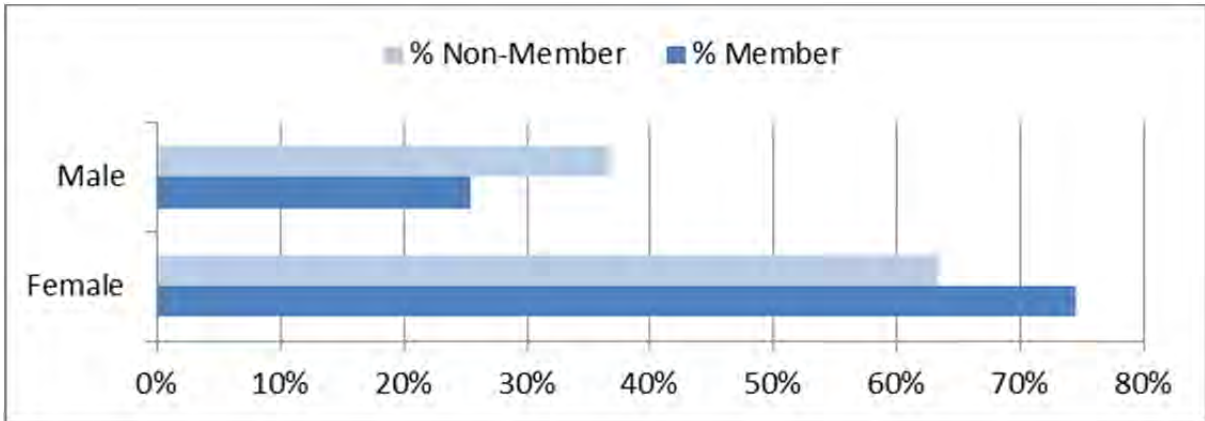
The survey was carried out during July 2016, it targeted Members and Non-members, living in City of Darwin, or using City of Darwin Libraries. The survey was extremely well responded to and the level of engagement from the Library members and non-members was very high throughout the project.

The survey was conducted over a three week period. It gathered over 1200 responses; participants were 90% members and 10% non-members. Results were collected online at the libraries and via the Council website. Staff equipped with iPads went to local shopping centres, Nightcliff markets and the Royal Darwin agricultural show. Hard copy surveys were available with most responses being collected online.

What is your Age?	Member	Non-Member	% Member	% Non-Member
18-24 years	56	20	4.8%	16.1%
25-34 years	220	35	18.8%	28.2%
35-49 years	405	31	34.6%	25.0%
50-59 years	207	18	17.7%	14.5%
60-69 years	191	13	16.3%	10.5%
70-84 years	85	6	7.3%	4.8%
85+ years	5	1	0.4%	0.8%
<b>Grand Total</b>	<b>1169</b>	<b>124</b>	<b>100.0%</b>	<b>100.0%</b>



What is your gender?	Member	Non-Member	% Member	% Non-Member
Female	770	62	75%	63%
Male	263	36	25%	37%
<b>Grand Total</b>	<b>1033</b>	<b>98</b>	<b>100%</b>	<b>100%</b>



Non - members main reasons for not using the library were 39% don't have time to go to libraries and 24% like to purchase books rather than borrow.

Four Key findings from the survey are:

The key issues identified in the focus groups were the prevalent findings of the survey. Competing space usage and inability to find quiet spaces was by far the number one issue raised in the survey, both in prompted ratings questions about facilities usage; but also across various open ended questions.

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Opening hours were also cited as a barrier to library usage, although there was some divergence on what the best opening hours would be. For Casuarina and the City extended opening hours on weekends and weekday evenings was the most popular with more than 50% of respondents saying they would be more likely to use the libraries if it were open during these times. This was congruent with the findings from the focus groups with non-members in particular saying they would use the City Library more if it were open later on weekday evenings.

In addition to the broader findings of the survey which applied to all libraries, as outlined above, there were some issues specific to each library. For Casuarina Library the site specific facilities feedback was the desire for more power points and laptop charging work areas and extended opening hours. For the City Library, aside from more parking, the respondents wanted more books, longer opening hours and some meeting rooms or group meeting spaces. For Karama Library respondents wanted more books and also cited the musty smell as a barrier to more frequent use of the library space. For Nightcliff respondents wanted a larger space with more books.

The City of Darwin Libraries are now well placed and informed for the public library funding agreement discussions and consultation. The survey results have also provided Council with information for future infrastructure and program provision and planning, and for future service delivery models of public library services.

### **CONSULTATION PROCESS**

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

- Library Managers
- Library Project Officer
- Library Staff

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

- Acuitas Research, Penny Szybiak

### **POLICY IMPLICATIONS**

Policy No 044 – Public Library Service provides the framework for the provision of free public library services to the community.

### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

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

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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.

**KAREN CONWAY**  
**MANAGER LIBRARY SERVICES**

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

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

# OPEN SECTION

C&CS10/8

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

## 11. INFORMATION ITEMS

### 11.1 Draft Minutes Anchorage Sister City Advisory Committee 21 September 2016

Document No. 3399369 (18/10/2016) Common No. 3399369

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Anchorage Sister City Advisory Committee held on the 21 September 2016, **Attachment A**, Document Number 3399369, be received and noted.





## DRAFT MINUTES

**ANCHORAGE SISTER CITY ADVISORY COMMITTEE**  
**Wednesday 21 September 2016, 5:00pm – 6:00pm**  
**Interview Room 1, City of Darwin Civic Centre**

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**1. Meeting Opened**

**2. Present**

Christine Gray	Community Representative, Chair
Jenny Tiernan	Community Representative
Jane Miles	Community Representative
Alderman Robin Knox	Elected Member
Zoe Scrogings	CoD – Cultural Partnerships Officer

**3. Apologies**

Julie Hansen , Alderman Gary Lambert, Sue Wainwright.

**4. Minutes**

Committee Meeting, 8 June (Attachment A) were received and noted.  
 Moved: Jane Miles, Alderman Robin Knox (Carried).

**5. Business arising from previous minutes**

**5.1 Halloween**

Zoe Scrogings has continued discussion with Corrugated Iron Youth Arts, who have expressed interest in producing the event. A large scale event will not take place this year however Corrugated Iron Youth Arts will host some young people from Katherine who are keen to come to Darwin again during Halloween.

<b>ACTION</b>	Zoe Scrogings to continue discussions with Corrugated Iron Youth Arts
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**5.2 Professional Skills Exchange Update**

In light of the recent change of Government, Sue Wainwright advised Zoe Scrogings, Cultural Partnerships Officer (out of session by phone), to defer progression of the Professional Skills Exchange at this time. Sue advised that growing strong partnerships is critical to working collaboratively with Government which will require time, especially during transition.

The Committee agreed that Sue Wainwright's advice on the development of the Professional Exchange is critical to its success and supported deferring further action until advised.

ZS advised that she had spoken to Amy Coffman, Special Advisor to the Mayor in Anchorage, who highly encouraged a professional exchange in the areas of social cohesion and believed that Darwin and Anchorage could learn a great deal from each other in this area.

**5.3 Storybook Exchange**

A project proposal was developed and the idea of the Storybook Exchange for 2016 will start as a joint Sister Cities program for National Children’s Week.

**Sister Cities Story Time** will be a series of fun sessions for carers/parents and children aged between 0 – 5 that encourages creative play, imagination and social interaction through the sharing of stories and songs from Darwin’s six Sister Cities.

Each session will feature a different story from each city including –

- Ambon, Indonesia
- Anchorage, Alaska, USA
- Dili, Timor-Leste
- Haikou, China
- Kalymnos, Greece
- Milikapiti, Tiwi Islands

The program will take place during National Children’s Week, a celebration of children’s rights, talents and citizenship from 22 – 30 October 2016.

The Committee agreed the project aims to be -

- Engage children and families in the City of Darwin’s Sister City program in a fun and meaningful way.
- Promote the City of Darwin’s Sister City Program to new audiences.
- Celebrate cultural diversity, respect and belonging.

The Committee were unanimous in the decision to delegate Zoe Scrogings, Cultural Partnerships Officer the task of briefing all other Sister City Committees and engaging them in the program.

<b>ACTION</b>	Committee to liaise with Family & Children’s Services Coordinator to confirm dates.
	Zoe Scrogings to circulate Sister Cities Story time Project Outline to all Sister City Advisory Committees

**5.4 Pen Pal Project**

The Pen Pal Exchange Project has been brokered with Parap Primary School, Grade 1, with teacher Susan Bishop connecting with Willowcrest Elementary, Grade 2-6 teacher Dallas Price. The exchange will take place in Term 4. Additionally, a Grade 6 class at Parap will be connected with Rodgers Park Elementary Grade 6, and teacher Rachel McNeil.

<b>ACTION</b>	Committee members with Ochre Cards to support Parap Primary in the classroom
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**5.5 International Relations Policy & Sister City Handbook**

The Committee agreed the workshop was highly productive, energising and well attended by Elected Members and Committee members. Bringing together all Advisory Committees was considered valuable for networking, collaboration, problem solving and prioritising.

The Committee put forward the following:

- Continuing with a joint Sister City Harmony Day program, in particular to strengthen the format that was developed this year, and implement again in 2017.
- When appropriate other Sister City Advisory Committee members to attend as observers at Committee meetings to foster collaboration and strategic planning.
- Prioritise Professional and Cultural Exchanges to be at the heart of programming.
- Investigate reciprocal frameworks with an emphasis on social cohesion.
- Utilise technology.

The Committee agreed that the Draft International Relations Policy and Draft Sister Cities Program Handbook is a solid starting point to provide clarity and strategic direction, however the documents could be improved by:

- Articulating the Community Development principles/framework which guide the Sister Cities program
- Incorporating strength based and inclusive language to enable more meaningful engagement with community

Zoe Scrogings reported that the next steps will be, collation of feedback from the workshop, reworking of the Draft International Relations Policy and further consultation with each Committee in regards to the Sister Cities Program Handbook. Once this process is complete a report will be presented to Council.

**6. General Business**

**6.1 Culture Box Project**

Zoe Scrogings reported on the progression of the Culture Box project initiated by DCA - Darwin Community Arts. 'Culture Box' is a process whereby participating schools post a box of objects about each other's place and cultures, following this, they then use the objects within the box as stimulus to create a performance or other creative outcome. The schools confirmed for this project are Darwin Middle School and Golden View Middle School.

**6.2 Walk Together Project**

Sister City counterparts from the Municipality of Anchorage, Susan Churchill and Jeff Chen proposed to work in partnership with the City of Darwin and community stakeholders in the annual 'Walk Together'. 2016 marks the fifth year in Darwin, however it will be the first Walk Together in Anchorage, Alaska.

Walk Together, a national event that is gaining momentum globally celebrates diversity, where thousands of people come together in a declaration of generosity, compassion and welcome. The event aims to combat fear and prejudice and promote the values of compassion and inclusion.

Multicultural Council NT (MCNT) have been the lead agency, while City of Darwin has participated via Lord Mayor leading the walk.

After discussions with Ron Mitchel at MCNT, it has been flagged that City of Darwin could assist with the promotion of the event. The Municipality of Anchorage and City of Darwin will link up in some way at each respective event. Initial ideas have been for a message from Mayor to Mayor to be exchanged at each event.

<b>ACTION</b>	Liaise with Ron Mitchel, MCNT about community engagement and marketing of the event
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**6.3 Out of Session Meetings**

The Committee suggested that out of session meetings would be useful in the coming weeks to progress projects.

**7. Date and Time of Next Meeting**

Wednesday 9 November 2016

## OPEN SECTION

C&CS10/9

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

### 11.2 Draft Minutes Arts and Cultural Development Advisory Committee 6 October 2016

Document No. 3399370 (18/10/2016) Common No. 3399370

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Arts and Cultural Development Advisory Committee held on the 6 October 2016, **Attachment A**, Document Number 3399370, be received and noted.



**DRAFT MINUTES  
ARTS AND CULTURAL DEVELOPMENT  
ADVISORY COMMITTEE  
12.00noon – 1.30pm  
Thursday 6 October 2016  
Library Hub, City of Darwin**

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**1. PRESENT**

Alderman Robin Knox	Chairperson, City of Darwin
Ms Angela O'Donnell	Senior Arts Broker, Arts NT
Ms Louise Partos	Executive Officer, Artback NT
Ms Eliza Nolan	Tourism NT, Policy
Ms Sarah Body	Executive Officer, Tactile Arts
Ms Jane Tonkin	Executive Producer/CIYT
Ms Sahn Cramer	Coordinator Arts and Cultural Development

**2. APOLOGIES**

Ms Alice Body	General Manager, Deckchair Cinema
Mr Tony Lee	Larrakia Artist
Ms Nadine Nilon	Manager Technical Services, CoD
Mr Sean Pardy	Executive Director, Brown's Mart Arts

**3. Declaration of Interest Members and Staff**

Nil.

**4. MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting held 16 June 2016 be accepted as a true and accurate record including a minor change in 5.1 to read 'Coordinator met with Department of Arts and Museums officer, to discuss potential of working together on developing research, data and needs analysis.

Moved: Eliza Nolan Seconded: Jane Tonkin CARRIED

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

Nil.

**6. GENERAL BUSINESS**

**6.1 Update on Parap Pool Public Art Commission**

The Coordinator provided an update on progress with the Design Development stage of the commission. The process is nearing completion with some final amendments necessary after feedback from the Public Art Panel before presentation to the Committee. It is anticipated that the final Design Development package will be presented at the November meeting.

**6.2 Evaluation Framework, Public Art Pilot Plan  
Creative Spaces Audit – Information Report**

Coordinator presented a draft Evaluation Framework for the Public Art Pilot Plan. The framework is a working document defining the following for the Public Art Pilot Plan evaluation:

- purpose of the evaluation
- principles guiding the evaluation
- roles of key stakeholders in the program monitoring and evaluation
- program logic
- questions that we aim to answer as a result of the program
- a clear plan for monitoring and evaluation

A key activity of the work is to undertake consultation with the arts sector to better understand the needs of artists in relation to public art and creative spaces for the City.

### **6.3 Gateways – Public Art**

In response to a request from the Community and Cultural Services Committee, that the concept of a gateway depiction for Darwin is considered by ACDAC; the Coordinator advised ACDAC members that this matter was raised with the Public Art Panel seeking advice for ACDAC in the first instance.

A broad Committee discussion included various models for gateway depictions and preferred options for City of Darwin. Key points:

- Major highways, intersections, approaches to cities are regularly considered as significant locations for public art or gateway depictions.
- Gateway depictions indicate to a traveler they have reached their intended destination and provide opportunity to make an important cultural statement about the very nature of the 'place' in which people have arrived.
- With the NT Government having responsibility for all major highways and major roads into Darwin any consideration of concepts for a gateway on major roads must include the NT Government.
- The NT Government, through the Department of Arts and Museums currently have no commitment to public art or a public art fund.
- The NT Government's current practise (through the Dept for Construction and Infrastructure) for major developments is to approach art opportunities through a Design solution for example:

Cloustone Public Art Strategy – Tiger Brennan Highway and the Bagot Road/Stuart Highway intersection as examples.

- Design based solutions are not conducive with the commissioning of ideas and creative work from public artists, it is often seen as embellishing rather than creating a significant artist led solution to a gateway. Design solutions are not public art.
- The opportunity to create significant entry statements for the city, major tourist attractions in their own right, reflecting concepts and

ideas developed through consultation with the arts community and potentially Territory and federal partners is a major project requiring significant funding.

The Public Art Panel suggested looking at closer entrances to the City, for example Barneson Boulevard that CoD could investigate as a suite on inner entrances. The Public Art Panel also discussed the option of a central and major public art work in the City that said more about Darwin and gateway concepts.

Committee agreed that further research and discussions were required looking at the viability of major works given the current position of the NT Government and Council's current commitment to the Public Art Pilot Plan. That major City commissions, whether they be central, gateways or boulevard type entries, be considered and identified as part of the development of a Public Art Strategy.

#### **6.4 Resignations**

Mark Grose expressed his disappointment at not being able to commit the time necessary to participate as a member and Kris Bird having relocated to Sydney is unable to attend. Both have formally resigned from the Committee and it was agreed that letters be sent to both in gratitude for their contribution. The Coordinator will seek two new members through a skills based selection.

#### **6.5 Arts Program Updates**

The Coordinator presented details of the Temporary Public Art Commission launch 'Locals with Birds' by Johanna Bell and Sarah Mackie, projection by Pier Filippo Galetti to be held in the Anthony Plaza on Tuesday 18 October 2016. Council is also participating in a public program linking this temporary public art initiative with an exhibition at CDU 'Our feathered friends...the art of birds' with the Coordinator presenting Council's approach to public art and what it offers local artists.

Council had supported the Darwin International Film Festival POD virtual reality program as part of the Temporary Public Art program.

The Pilot 1, Platform program for the Public Art Pilot Plan is still in development. Scoping and consultation has taken place with numerous digital artists, and the emerging architects group 'EmaGn'. Once sites have been confirmed, installation of infrastructure can occur and program promotions.

#### **6.6 Committee - Key priorities for sector**

The 'renew' initiative was again raised with the Committee as an option for activation. There has been a lot of talk about empty shops on radio and Committee felt that there is an opportunity to work with business, retailers, and real estate agents in activating these spaces. The Coordinator advised that this model would complement the Platform program and would be included in our consideration of future developments.

Arts NT - project grant rounds are open they are encouraging applications that have strong outcomes for Indigenous youth and artists with disabilities. They



are happy to come and speak with groups about the grant program and there was a suggestion that they could speak with Council's Youth Advisory Committee. The Coordinator will follow up with Youth Services staff.

Music NT - NT Live Music Census. Music NT have been funded by Arts NT to undertake a live music census. They are working with an interstate university as part of this work. South Australia is looking at a complimentary model potentially using the same platform. Music NT are looking at music venues around NT. Sometime either late this year or early next year it is anticipated a publically available document will be produced.

Brief discussion occurred regarding the Lord Mayor's CBD Summit and the synergies with some of our discussions regarding activation in the city through the arts.

**7. OTHER BUSINESS**

**8. NEXT MEETING**

Thursday 10 November 2016

12noon – 1.30pm

Meeting Room 1 – Civic Centre

## OPEN SECTION

C&CS10/10

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

**11.3 Draft Minutes Dili Sister City Advisory Committee 14 September 2016**  
Document No. 3399371 (18/10/2016) Common No. 3399371

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Dili Sister City Advisory Committee held on the 14 September 2016, **Attachment A**, Document Number 3399371, be received and noted.

**DRAFT MINUTES**

**DILI SISTER CITY ADVISORY COMMITTEE**  
**Wednesday 14 September 2016**  
**Meeting Room 1, Level 1, City of Darwin Civic Centre**

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**1. Meeting Open**

**2. Present**

Jill Kuhn	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
Hannah Illingworth	Invited Guest

**3. Apologies**

Luke Gosling, Eligio (Gio) Gusmao Sequeira Belo, Peregrina (Rina) Maria Gusmao Amaral, Debra Harrip, Rodney Illingworth

**4. Minutes**

Minutes from 5 July 2016 were received and noted.

Moved: Alderman Bob Elix, Lynnette Bigg (Carried).

**5. Business Arising from Previous Minutes**

**4.5 Dili Scoping Project**

Zoe Scrogings, Cultural Partnerships Officer provided an update on the proposed activities.

Hannah Illingworth provided an update in regards to the Visual Art and Skateboard workshops.

Committee supported portioning \$250 of existing budget to purchase art supplies and other workshop materials for the Dili Scoping Project.

Alderman Elix provided an update in regard to a meeting held with Alan Jape and Alderman Haslett. In the meeting they discussed the visit to Dili and Alan Jape discussed opportunities for Action for Change Foundation to have access to Timor Plaza on a regular basis. He mentioned that Timor Plaza is a popular public space for young people, with a 'Town Square' featuring a large screen which would be an exciting resource for Action for Change Foundation to have access to.

Alderman Elix stressed the importance of the connection with Alan and Tony Jape. He strongly supported the delegation in facilitating Action for Change Foundation to meet with Alan or Tony Jape while in Dili. The Committee discussed the opportunities that could arise from this meeting and positive impact this may have for not only Action for Change Foundation but young people within the broader community.

Additionally, Zoe Scrogings, Cultural Partnerships Officer met with Francisco Jose Filipe, Consul General, Timor-Leste, Darwin and discussed the visit to Dili. It was raised that a local Dili school was in need of a water pump.

<b>ACTION</b>	Jill Kuhn to liaise with Rotary to see if they could support the purchase of a water pump.
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#### 4.6 Sister City Strategic Planning - Terms of Reference

The Committee reviewed the current Terms of Reference and offered minor changes. The Committee were pleased with the current Terms of Reference.

Points for further clarification were around the rules pertaining to quorum and the Youth Ambassador program. Further development of this program is required.

<b>ACTION</b>	Zoe Scrogings to update current Terms of Reference to be approved at the next meeting.
	Zoe Scrogings to meet with the Youth Advisory Committee to discuss pathways to participate in the Dili Sister City Advisory Committee.

#### 4.7 Committee Membership

Luck Gosling, has informally indicated that he will be resigning from the Committee, but will stay connected as an Observer due to new work arrangements that will see him travel often. The Committee agreed that Luke Gosling was a valuable member of the Committee and that being an Observer will allow for flexibility.

<b>ACTION</b>	Jill Kuhn to follow up with Luke Gosling in regard to his formal resignation
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#### 7.1 Yearly Action Plan

The Committee agreed that the Action Plan will be guided by the outcomes of the delegation to Dili.

<b>ACTION</b>	Action Plan to be developed at the next meeting
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### 7. General Business

#### 7.1 Any Other Business

Lynnette Bigg proposed to investigate the development of a 'Walking Tour' that can promote the Sister City Relationships with key landmarks etc. The Committee thought this was an excellent idea and could be a joint Sister City initiative. The Committee stated they were encouraged by the willingness across all Committees to

improve the Sister Cities program through new actions and innovations, in which a Walking Tour could be well positioned.

### **7.2 Updates for Dili Sister City History and Background Document**

Zoe Scrogings, Cultural Partnerships Officer provided the Committee with the Dili Sister City History and Background document as it was in need of updating.

<b>ACTION</b>	Committee to review and provide any further information that may be missing.
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### **8. Meeting Closed**

### **9. Date and Time of Next Meeting**

Date Wednesday 2 November 2016, 4:45pm – 5:45pm

Location Meeting Room 1, Civic Centre

## OPEN SECTION

C&CS10/11

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

### 11.4 Draft Minutes Haikou Sister City Advisory Committee 23 September 2016

Document No. 3399372 (18/10/2016) Common No. 3399372

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Haikou Sister City Advisory Committee held on the 23 September 2016, **Attachment A**, Document Number 3399372, be received and noted.

**DRAFT MINUTES**

**HAIKOU SISTER CITY ADVISORY COMMITTEE  
FRIDAY 23 September 2016, 12.30pm – 1.45pm  
Meeting Room 1, Level 1, Civic Centre**

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**1. Meeting Open 12.30pm**

**2. Present**

Phillip Rudd	Community Representative, Chair
Tim Hill	Community Representative
Ping Lu	Community Representative
Zoe Scrogings	Cultural Partnerships Officer, City of Darwin
Nain Sen	Invited Guest (via phone)

**3. Apologies**

Glynis Lee, Marnie Foster, Hannah Taino-Spick, Alderman Justine Glover, Alderman George Lambrinidis, Mr Wang Hua

**4. Minutes**

Minutes of the last meeting held Friday 26 August were received and noted.

Moved: Phillip Rudd, Ping Lu (Carried).

**5. Business Arising from Previous Minutes**

**5.1 Digital Art Pilot Project**

Nain Sen via phone provided the Committee with an update on the Production Schedule and interview participant list. The Committee provided Nain Sen with additional feedback and encouragement. The Committee also stressed the importance of clear project branding.

<b>ACTION</b>	Tim Hill to develop a project map, consisting of key stakeholders, roles, responsibilities, funding opportunities and timeline.
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**5.2 Sister Cities Handbook Review**

An email survey has been circulated for all Committee members to provide feedback and suggestions in regards the development of a design brief for new marketing/promotional collateral.

**6. General Business**

**6.1 Invitation From Haikou Foreign Affairs Office**

The Haikou Foreign Affairs Office have invited a Darwin delegation to attend the 2016 China International Friendship Cities Conference to be held in Chongqing City, China from 9-11 November 2016. The Haikou Foreign Affairs Office has nominated Darwin as a candidate for a Friendship City

Award to be presented at the conference given the frequent exchanges and cooperation in various fields since twined in 1990.

Phillip Rudd advised he may be in China during this time and would be happy to represent City of Darwin.

<b>ACTION</b>	Phillip Rudd to confirm his availability and Zoe Scrogings to liaise with the Haikou Foreign Affairs Office
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### **6.2 Appointment of Mr Wu Jiahong Director of Haikou Foreign Affairs Office**

Correspondence was sent from the Haikou Foreign Affairs Office to advise Mr. Han Bin is no longer the Director of Haikou Foreign and Overseas Chinese Affairs Office and now Secretary of Chinese Communist Party (CCP) Haikou Integrated Free Trade Zone Administrative Committee. Mr. Wu Jiahong takes the position as the Director of Haikou Foreign and Overseas Chinese Affairs Office.

<b>ACTION</b>	Zoe Scrogings to action a letter from Lord Mayor to thank Mr Han Bin and welcome Mr Wu Jiahong
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### **5.3 Walk Together**

Sister City counterparts from the Municipality of Anchorage, Susan Churchill and Jeff Chen proposed to work in partnership with the City of Darwin and community stakeholders in the annual 'Walk Together'. 2016 marks the fifth year in Darwin however it will be the first Walk Together in Anchorage, Alaska.

Walk Together a national event that is gaining momentum globally celebrates diversity, where thousands of people come together in a declaration of generosity, compassion and welcome. The event aims to combat fear and prejudice, and promote compassion and inclusion.

The Anchorage Sister City Advisory Committee welcome all Committees to participate in Walk Together on 22 October.

### **5.4 Sister Cities Story Time – Children's Week**

**Sister Cities Story Time** an initiative from the Anchorage Sister City Advisory Committee, will be a series of fun sessions for parents/carers and children aged between 0 – 5 that encourages creative play, imagination and social interaction through the sharing of stories and songs from Darwin's six Sister Cities.

Each session will feature a different story from each city including –

- Ambon, Indonesia
- Anchorage, Alaska, USA
- Dili, Timor-Leste
- Haikou, China
- Kalymnos, Greece
- Milikapiti, Tiwi Islands



The program will take place during National Children's Week, a celebration of children's rights, talents and citizenship from 22 – 30 October, 2016.

The project aims are to –

- Engage children and families in City of Darwin's Sister City program in a fun and meaningful way
- Promote the City of Darwin's Sister City Program to new audiences
- Celebrate cultural diversity, respect and belonging

<b>ACTION</b>	Committee to nominate storyteller and suitable story book
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#### **6. Meeting Closed 1.30pm**

#### **8. Date and Time of Next Meeting**

Date: Friday 4 November 2016

Time: 12:30pm

Venue: Meeting Room 1, Level 1, Civic Centre

## OPEN SECTION

C&CS10/12

Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

### 11.5 Draft Minutes Kalymnos Sister City Advisory Committee 26 September 2016

Document No. 3399373 (18/10/2016) Common No. 3399373

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Kalymnos Sister City Advisory Committee held on the 26 September 2016, **Attachment A**, Document Number 3399373, be received and noted.

# ATTACHMENT A

## DRAFT MINUTES

KALYMNOS SISTER CITY ADVISORY COMMITTEE  
 MONDAY 26 SEPTEMBER 2016  
 12:30pm – 1:30pm  
 Casuarina Village

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### 1. Meeting Open

### 2. Present

Tony Miaoudis	Community Representative, Chair
Alderman Mick Palmer	Elected Member
Alderman George Lambrinidis	Elected Member
Zoe Scrogings	Cultural Partnerships Officer

### 3. Apologies

Costa Miaoudis, Alexia Koumpa, Faye Karamanakis

### 4. Minutes

Minutes of the last meeting held Wednesday 1 June 2016 were received and noted.

Moved: Tony Miaoudis, Alderman George Lambrinidis (Carried).

### 5. Business Arising from Previous Minutes

#### 5.1. Glenti 2016

While the Kalymnos Sister City display at Glenti was a success, the Committee discussed that it was time to review the static display format. The Committee agreed that the static display while engaging was not necessarily contemporary. Ideas such as workshops, storytelling, children activities, cooking and aquatic themed interactive demonstrations were proposed. Further discussion about the Glenti display will take place closer to the date, but Committee members encouraged change and innovation.

#### 5.2. In-bound Delegation

The In-bound Delegation from Kalymnos to attend Glenti and associated activities was deemed a great success. Tony Miaoudis reported it was yet to be confirmed if a delegation would be returning again next year as it was dependent on several factors. Tony expressed disappointment about the delegation cancelling the Shoal Bay Waste Management facilities tour.

#### 5.3. English Language Scholarships MoU (Attachment B)

While in Kalymnos Tony Miaoudis met with the Municipality of Kalymnos and reported that the English Language Scholarship was due to take place in November with the award ceremony taking place in late December.

Tony Miaoudis was also very pleased to announce that the Mayor of Kalymnos will reciprocate by awarding a Greek Language Scholarship to three students

attending the Greek School in Darwin. All Committee members agreed that this was an excellent outcome demonstrating both Cities mutual respect and cooperation in the field of education.

<b>ACTION</b>	Tony Miaoudis and Zoe Scrogings to meet to progress project, including follow up with sponsors.
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## 6. General Business

### 6.1 Sister Cities Workshop (10 August 2016) Feedback

Alderman George Lambrinidis reported that the Sister Cities Workshop was very well attended by Elected Members and Committee members alike. Key themes included a strong desire for joint Sister City programming, including engaging with the next generation.

Tony Miaoudis suggested that fellow Sister Cities could learn from each other and that the Kalymnos Sister City Advisory Committee's project Welcome to Darwin could be applied as a joint program, but one for the whole community.

Alderman Mick Palmer reported that the new financial delegation was another welcomed change allowing the Sister Cities Advisory Committees the ability to make financial decisions and plan projects over more than one year, thus allocating yearly budget in a more strategic way.

Zoe Scrogings reported that the next steps in this process will be the collation of notes taken from the workshop and feedback incorporated into the International Relations Policy and updated Sister Cities Handbook which will also incorporate new branding and marketing collateral.

### 6.3 Committee Membership

Tony Miaoudis welcomed Alderman Mick Palmer to the Committee and noted Kate Worden's new role. Additionally the Committee raised membership revitalisation as a key priority over the coming months and engagement of young people.

#### 1.1. Any Other Business

Tony Miaoudis provided an update on a range of meetings that he attended in Kalymnos while on holidays.

## 7. Meeting Closed

## 8. Date and Time of Next Meeting

Date: Monday 7 November 2016

Time: 12:30pm - 1:30pm

Venue: Casuarina Village

# OPEN SECTION

C&CS10/13

## Community & Cultural Services Committee Meeting – Tuesday, 18 October 2016

### 12. GENERAL BUSINESS

### 13. CLOSURE OF MEETING