

OPEN SECTION

C&CS9/1

CITY OF DARWIN

COMMUNITY & CULTURAL SERVICES COMMITTEE

TUESDAY, 20 SEPTEMBER 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

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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Community & Cultural Services Committee Meeting – Tuesday, 20 September 2016

1. MEETING DECLARED OPEN

2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

2.1 Apologies

()

THAT the apology from Member _____, be received.

DECISION NO.21\() (20/09/19)

2.2 Leave of Absence Granted

Nil

3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

3.1 Electronic Meeting Attendance Granted

Nil

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

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Community & Cultural Services Committee Meeting – Tuesday, 20 September 2016

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

5.1 **Closure to the Public for Confidential Items**

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COMMITTEE'S DECISION

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>
C17.1.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person

DECISION NO.21\() (20/09/19)

5.2 **Moving Open Items Into Confidential**

5.3 **Moving Confidential Items Into Open**

6. **WITHDRAWAL OF ITEMS FOR DISCUSSION**

()

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Community & Cultural Services Committee Meeting held on Friday, 20 September 2019 be received and considered individually.

DECISION NO.21\() (20/09/19)

OPEN SECTION

C&CS9/6

Community & Cultural Services Committee Meeting – Tuesday, 20 September 2016

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

() COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Community & Cultural Services Committee Meeting held on Tuesday, 23 August 2016, tabled by the Chair, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\() (20/09/19)

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

8.1 Business Arising

9. DEPUTATIONS AND BRIEFINGS

Nil

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Community & Cultural Services Committee Meeting – Tuesday, 20 September 2016

10.1 OFFICERS REPORTS (ACTION REQUIRED)

ENCL: YES	COMMUNITY & CULTURAL SERVICES COMMITTEE/OPEN	AGENDA ITEM:	10.1.1
MINUTES DISABILITY ADVISORY COMMITTEE MEETING 12 SEPTEMBER 2016			
REPORT No.:	16C0077 JA:kl	COMMON No.:	DATE: 20/09/2016

Presenter: Senior Social Policy & Program Officer, Jane Alley

Approved: General Manager Community & Cultural Services,
Anna Malgorzewicz

PURPOSE

The purpose of this report is to present the draft minutes of the Disability Advisory Committee Meeting 12 September 2016 for Council's information and to provide details of recommendations arising for Council's consideration.

LINK TO STRATEGIC PLAN

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

Goal

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

- Disability Advisory Committee (DAC) meeting draft minutes of the 12 September 2016 are presented at **Attachment A** including recommendations to Council.
- Review of the Terms of Reference at **Attachment B**.

RECOMMENDATIONS

THAT it be a recommendation to Council:-

- A. THAT Report Number 16C0077 JA:kl entitled draft Minutes Disability Advisory Committee Meeting 12 September 2016, be received and noted.

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- B. THAT Council appoint Deborah Bampton as Chair and Linda Strathie as Deputy Chair of the Disability Advisory Committee for the term 12 September 2016 to 30 June 2018
- C. THAT Council endorse the change of name of the Disability Advisory Committee to Access and Inclusion Advisory Committee.
- D. THAT Council endorse the amended Terms of Reference for the Access and Inclusion Advisory Committee at **Attachment B** of Report Number 16C0077 JA:kl entitled Draft Minutes Disability Advisory Committee Meeting 12 September 2016.

BACKGROUND

PREVIOUS DECISION

DECISION NO. 21\4340 (26/04/16)

Disability Advisory Group *Common No. 3264071*

Members of the Disability Advisory Group:

- Chairperson, Debbie Bampton
- Vice Chairperson, Alasdair McGregor
- Community Representative Guide Dogs NT, Leo Golding
- Community Representative, Cassandra Jevdenijevic

were in attendance from 5.25pm to present to the Council.

DISCUSSION

Appointment of Ms Julie Davis-Forrest as a Community Representative

This matter is a separate report within the agenda.

Appointment of Deborah Bampton as Chair and Lyn Strathie as Deputy Chair of the Disability Advisory Committee. The term of the previous committee finished on the 30 June 2016. A Chair and Deputy Chair for the new committee need to be appointed. As there was not a quorum at the 28 July 2016 meeting, appointments of these positions were postponed until the 12 September 2016 meeting.

Amended Terms of Reference

At its 2nd Ordinary meeting of the 26 April 2016, Council received a presentation from the DAC regarding a review of its Terms of Reference.

The Terms of Reference for DAC have been reviewed as recommended by the Committee. Key changes include:

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- Change of focus from disability access, to disability access and inclusion, in recognition that social inclusion for people with disability is broader than physical access, and includes strategies to ensure people with disability are able to participate fully in social and economic life and in all aspects of Council's services and activities. This is in line with current practice in other jurisdictions and local governments.
- Change in name from Disability Advisory Committee to Access and Inclusion Committee, to reflect the broader more inclusive scope of the committee. The name is in line with the current practice in other jurisdictions and local governments.
- Clearer objectives to align with new scope and to ensure deliverables
- Change in the makeup of membership of the committee to ensure more diversity in community representation (such as a young person), to better reflect the Darwin community. A move away from specifying that community membership be made up of representation: - from each disability type, to a broader phrase stating from people with a range of abilities and lived experience. In the past it has been difficult to get representatives for each type of disability.

The final revised draft Terms of Reference are at **Attachment B** and the present DAC Terms of Reference are at **Attachment C**.

CONSULTATION PROCESS

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

- Manager Community Development

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 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.

BUDGET AND RESOURCE IMPLICATIONS

Council allocates an annual amount in its Municipal Plan. An amount of \$54,000 has been identified for the 2016/2017 financial year.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil.

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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:** Draft Minutes Disability Advisory Committee 12 September 2016
- Attachment B:** Amended Draft Terms of Reference Access and Inclusion Advisory Committee
- Attachment C:** Present Terms of Reference Disability Advisory Committee

**DRAFT MINUTES
DISABILITY ADVISORY COMMITTEE
12.00 pm to 1.30pm 12 September 2016
Library Hub, Civic Centre, City of Darwin**

1. Present

Deborah Bampton	Community Representative
Lynne Strathie	Community Representative
Sharon Tentye	Specialist Representative, Council for the Aging NT
Kayla McDonough	Specialist Representative, National Disability Service NT
Jennifer Harlock, usually Kirrily Chambers	Specialist Representative Building, Advisory Services, Dept of Lands, Planning & Environment
Alderman Simon Niblock	Elected Member, City of Darwin
Nik Kleine	Infrastructure Department, City of Darwin
Jane Alley	Community and Cultural Services, City of Darwin

2. APOLOGIES

Cassandra Jevdenijevic	Community Representative
Julie Forrest-Davis	Community Representative
Alderman Robin Knox (Alternate)	

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA

Nil

4. PRESENTERS AND OBSERVERS

Nil

5. ACCEPTANCE OF PREVIOUS MINUTES 28 July 2016

The minutes of the meeting of the 28 July 2016 were received as a true and accurate record.

Moved: Deborah Bampton

Seconded: Nik Kleine (as no other DAC member was present at that meeting)

6. BUSINESS ARISING FROM PREVIOUS MINUTES OF 28 JULY 2016

6.1 Election of Chairperson and Deputy Chairperson

Deborah Bampton stood down from being the Acting Chair for the elections and Jane Alley took over the election process.

Nominations for Chair were called. Deborah Bampton was the only nomination.

The Committee Recommended: That Deborah Bampton be appointed Chair of the Disability Advisory Committee (DAC).

Nominations for Vice Chair were called. Lynne Strathie was the only nomination.

The Committee Recommended: That Lynne Strathie be appointed Deputy Chair of the Disability Advisory Committee (DAC).

6.2 Recruitment of new Committee Members

At the previous meeting an application for membership of the Committee was submitted by Julie Forrest-Davis. However there was not a quorum at that meeting. Julie has a long history in disability advocacy and meets the criteria in the proposed amended Terms of Reference for membership from a person in the employment and education sector.

The Committee Recommended: That Julie Forrest-Davis be appointed to the Committee.

Discussion arose that there are still vacancies on the Committee for community members. Deb and Linda stated the proposed amended Terms of Reference had new criteria for membership which were more reflective of the whole community. They would like permission from the Committee, once the amended Terms of Reference has been agreed to by Council, to target some organisations and people, to apply for membership. In particular a targeted approach is needed to recruit a young person/s to the Committee.

Agreed: that once the amended Terms of Reference are agreed to by Council that a targeted approach be used, to encourage people (in particular young people), to apply to be new Community members of the Committee.

6.3 International Day for People with Disabilities in December 2016

Deb raised that each year the Committee holds an event/s to recognise the International Day for People with Disabilities. Committee members were asked to suggest ideas as to what DAC should do this year. In the past DAC has held a movie night, which has been quite successful.

Action: Committee members are to email Jane with suggestions for an event/s for the International Day for People with a Disability on the 3 December 2016.

7. STANDING REPORTS

7.1. Working Groups

7.1.1. Disability Awareness Festival

The Disability Awareness Festival was held in August. The DAC decided to focus on a few core events this year. These included:

- 1) A movie for opening night: This was well attended. However Gecko who organised the event did not include captions on the film. They apologised, but it was very disappointing.

- 2) Community Funday – 180 people attended this event at the Jingili Watergardens.
- 3) Business Breakfast focus was on employing people with a disability. The speaker was from the Health Complaints Commission and spoke about her experiences as a person with disabilities in the workplace.

Other events included information sessions on the National Disability Insurance Scheme (NDIS) in Darwin. The sessions varied in quality but overall people gained valuable information on how NDIS works.

Action: Jane and Deb to organise a formal evaluation debrief in October of the events held at the festival.

7.1.2. **Terms of Reference and DAC Action Plan/Business Plan**

A draft amended Terms of Reference (ToR) has been developed by the Sub Committee. The proposed amended ToR has broadened the focus of the Committee from access and equity to consider issues of social and economic inclusion for people with disability. As a result there has been a suggested name change from Disability Advisory Committee to Access and Inclusion Advisory Committee. This is in line with contemporary thinking and with disability advisory committees in other jurisdictions. The Community membership has also been broadened to be more reflective of the whole population of Darwin, for example people with disability and people from different ethnic backgrounds. There has also been a move away from specifying representation of people with specific disabilities on the committee, as in the past it has been difficult to gain representation from each specified disability. Also the objectives and deliverables are clearer in the amended ToR.

The proposed amended ToR was discussed and the following minor changes made:

Departments represented on the Committee to be updated to reflect recent department changes.

A decision was made to continue separate representation from transport as well as building and advisory services, even though they are now in the same department.

The Committee recommended: That the amended Terms of Reference with suggested minor changes be adopted.

Draft Action Plan/Business Plan

A draft Action Plan/Business Plan for this year is being developed. In discussion with Council Officers it appears that we need to develop an Action Plan for the 2016 – 2017 financial year. Given the current Community Access Plan finishes in 2017 and a new Community Access Plan needs to be developed this year, it is suggested that the Action Plan for

2016- 2017 be only a small plan. The primary activity of the Action Plan could include the development of a new Community Access and Inclusion Plan. Other proposed activities could include the development of the new ToR, the planning and holding of key awareness events, and the management of access and equity audit reports and related expenditure.

Action: Deb will finalise the draft Action Plan developed by the subcommittee and send to Jane to circulate to Committee members for comment.

7.1.3 Community Access Plan 2017

Once the Action Plan is completed work will begin on the new Community Access and Inclusion Plan 2017. Intensive work will occur from now until the end of December, with the aim of finalising the Plan in the first part of 2017. Deb called for nominations to be on the subcommittee.

Agreed: The following people were nominated to be on the subcommittee: Jennifer Harlock, Deb Brampton and Julie Forrest – Davies. Expert input will also be required from Nik.

7.2 Access Audit and Infrastructure Budget

All works on the 2015-2016 Access Audit have been completed. Carry forwards remaining from the 2015-2016 financial year are: approximately \$2,500 of uncommitted funds from the original budget; \$8,000 for one outstanding invoice and; the funds identified for ramp modifications at the intersection of Parer Drive and Lee Point Rd.

All other carry forwards works have been completed and invoices received. There is \$54,000 allocated for audit works for this financial year. The Committee will need to prioritise works to be undertaken in this financial year. This budget needs to include some funds allocated to addressing disability access issues as they arise and as presented by members of the public over the year.

Action: Linda and the Committee wish to past a motion of thanks to Nik's team for the fast and effective work they did last year in fixing the physical infrastructure problem which led to a woman falling in Pavonia Place Nightcliff.

Discussion took place around the disability access session held by Michael Small last Friday. Those attending said it was really useful including good ideas for inclusion in the next Community Access and Inclusion Plan. One issue raised was the need for a specialist to be available who is trained in disability access in physical infrastructure. Currently there is no one trained in this area in the NT. In the past Darwin City Council has used someone from SA. The other suggestion was for the Committee to develop a disability access infrastructure checklist.

Action: Nik to look into the potential of someone on his staff undertaking formal specialist training in disability access in physical infrastructure.

7.3 Media / Promotion

This is a new agenda item. The focus of this agenda item is on encouraging committee members to promote media coverage of disability access and inclusion including good news stories.

Action: Jane to invite someone from Communications in Council to the next meeting to discuss how the Committee might use media and communications

7.4 Events

October Business Week is coming up. CDU in partnership with others such as Darwin City Council are organising a promotion event around employment of people with a disability. The Committee would like senior people from HR and other areas to attend the breakfast event. The breakfast event includes a key speaker from WA, an advocate for women with disability and employment.

Action: Julie to send promotional information to Jane to circulate to committee members. Jane to follow up with HR and others in Council to attend the breakfast event.

NT Disability Access Awards – Nominations close on the 30 September
Nominations are being called for this award for achievements/ best practice in disability access and inclusion. Anyone can nominate or be nominated.

8 GENERAL BUSINESS

8.1 Draft ToR Access and Inclusion Advisory Committee

Addressed earlier in the agenda

8.2 Updates from members – news, forums, issues, trends

Disability Parking Bays and Bollards

Nik raised for discussion the problem of bollards which are required to delineate the need for extra space in disability car parks. The problem is people keep backing into them and people do not seem to know what these car parks are for. He suggested that we replace the use of bollards, as a trial initially in a few car parks, with a painted area that states No Parking – Disability Access. Council can look at varying the standards on a case by case basis, as long as the reasons are documented.

Agreed – The Committee agreed, on a trial basis in a few car parking areas, to the removal of bollards and the painting of car parks with a sign saying no parking.

15 Minute Car Park Spaces

Deb asked if Nik could review the painting of 15 minute car spaces in blue with dragon flies, to distinguish them better from disabled parking bays.

9 OTHER BUSINESS

9.1 Review of times of meetings

Linda asked if the meeting could be moved from the middle of the day. Alderman Simon Niblock said he could do Wednesdays up until 3.00pm.

Action: Jane to canvas committee members as to a time that best suits.

10 DATE OF NEXT MEETING – early to mid-November 2016. Day and time to be determined.



ACCESS AND INCLUSION ADVISORY COMMITTEE PROPOSED TERMS OF REFERENCE

1. Purpose

The City of Darwin Access and Inclusion Advisory Committee (the AIAC) is established pursuant to Section 54 of the NT *Local Government Act*.

The AIAC's purpose is to inform and advocate to Council on improved access and inclusion for all people of all abilities living, working, studying or visiting Darwin.

The AIAC works towards building and maintaining a sustainable, equal and more inclusive community.

2. Role of the Access and Inclusion Advisory Committee

The AIAC has an advisory and advocacy role. It provides strategic advice on the development and implementation of relevant policies, strategies and action plans as they relate to the access and inclusion needs of all people in Darwin. The AIAC has no delegated decision making power from Council.

3. Objectives of the Access and Inclusion Advisory Committee

- 3.1 To represent the views and needs of the Darwin community.
- 3.2 To provide advice to Council Officers in relation to development, implementation and review of policies, plans, programs and other Council activities which impact on access and inclusion for the people of Darwin. All Council documents are accessible and inclusive.
- 3.3 To review, assess and monitor the progress of complaints and requests made to the Council associated with access and inclusion issues.
- 3.4 Identify actions which the City of Darwin may take to improve access on its property and recommendations they may make to others.
- 3.5 Manage the annual access budget appropriately.
- 3.6 To assist Council to communicate, consult and engage more effectively with the broader Darwin community including positive and proactive marketing and media.
- 3.7 To strengthen partnerships with relevant services in the Darwin community.
- 3.8 To provide education, feedback and information to the Darwin community to facilitate community awareness of the needs and rights of people with disability and those with access and inclusion issues. May include activities such as:
 - 3.8.1 Disability Awareness Festival
 - 3.8.2 Community forum
 - 3.8.3 Contributions to consultation papers and forums
- 3.9 To keep the City of Darwin informed of developments in standards and technology where these may impact on its responsibility to provide equitable access to services and facilities.
- 3.10 Report to Council on the achievements of the AIAC action plan through minutes and biennial (end of each two year term of the AIAC) evaluative report.

- 3.11 Attend and represent the interests of the AIAC at an annual joint meeting of all City of Darwin Advisory Committees and more frequently where required.

4 Membership composition

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

The AIAC's membership will be representative of the diversity of the Darwin community. It will reflect the skills and expertise required to meet the purpose and objectives of the AIAC.

4.1 The City of Darwin shall appoint:

- an Alderman
- a representative from the Infrastructure Department and a representative of the Community and Cultural Services Department. This representative shall be responsible for convening, resourcing, monitoring progress and providing secretariat functions to the AIAC.

4.2 There will be six (6) community representative members, made up of people with a range of abilities and lived experience including:

- a young person and
- a professional member within the employment and education sector

4.3 There will be four (4) professional involvement members, made up of representatives from the following:

- 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

5 Membership selection:

5.1 Nominations for community representative members of the AIAC shall be called publicly by advertising for expressions of interest.

5.2 Nominations for professional involvement membership of the AIAC shall be called through written requests to the identified organisations.

5.3 All members shall be appointed by the City of Darwin as required under Section 54 of the NT *Local Government Act 2008*.

5.4 Appointed representatives shall remain as members of the AIAC for a set period of two (2) years; years are defined 1 July to 30 June.

5.5 At the end of any two year term, retiring members may re-apply for membership.

5.6 Nominations for vacancies occurring on the AIAC shall be called as required to ensure continuation of expertise on the AIAC. Appointment will be to the end of the current term only.

- 5.7 Membership of the AIAC will expire should a member not attend a meeting of the AIAC without leave on three (3) consecutive regular meeting occasions.
- 5.8 Sub-committees of the AIAC where possible shall be chaired by a member who is not the Chairperson.

6 Procedure for the recruitment of community representative members

- 6.1 City of Darwin will advertise through local media (e.g. newspapers, website, Facebook, community TV adverts) calling for Expressions of Interest in membership of the AIAC.
- 6.2 The AIAC's Terms of Reference, Community Access Plan and other relevant information will be sent to all potential applicants with an application form.
- 6.3 Following the closing date for applications representatives of the AIAC being: City of Darwin officers, two AIAC members and an independent person will assess the applications and shortlist applicants for an informal interview.
- 6.4 The interview panel will be comprised preferably of the short list panel.
- 6.5 Following the interview process recommendations will be presented to the City of Darwin's Elected Members to appoint the new AIAC members.
- 6.6 All nominees will be advised of the outcome of their application. Successful applicants will be advised of the proposed date of their first meeting

7 Membership criteria

- 7.1 Commitment to regularly attend meetings and to actively contribute ideas and commentary.
- 7.2 Active participation in AIAC sub-committees.
- 7.3 Willingness to represent the interests of the community rather than pursue personal interests.
- 7.4 Awareness of relevant standards and legislation i.e. the *Disability Discrimination Act*, Australian Standard 1428 (Design for Access and Mobility), the *NT Disability Services Act*, the National Disability Services Standards, the United Nations Convention on the Rights of People with Disability, Building Premises Standards.

8 Meetings of the AIAC

- 8.1 An orientation workshop is held early in the term of the AIAC to inform members of their responsibilities as members, understand the operation of the AIAC and its responsibilities to Council and to get to know the other members.
- 8.2 At the first regular meeting the Chairperson of the AIAC shall be the Council appointed Alderman in order that the Committee may recommend through formal voting one of their number for appointment by Council of:
 - 8.2.1 Chairperson for the term of the AIAC. Note the Chairperson may be renominated for up to three consecutive terms.
 - 8.2.2 Deputy Chairperson on an annual basis.
- 8.3 The AIAC meets bi-monthly.

- 8.4 In accordance with the *Local Government Act*, the Chairperson may summon additional meetings at any time and meetings held shall be at times determined by the AIAC.
- 8.5 As specified under the *Local Government Act* any members having any conflict of interest shall declare their interest in accordance with the provisions of the Act. Members are also bound by provisions of the *Local Government Act* and Regulations including confidentiality.
- 8.6 To assist individuals to attend AIAC meetings, the City of Darwin's policy is to reimburse people who are not independently mobile and who therefore incur direct costs in being transported to the meetings by a third party e.g. a taxi, other person or public transport. There are no other reimbursements.
- 8.7 Minutes of all meetings are reported to the City of Darwin. The AIAC may make recommendations for a Council decision. Matters of access shall be recorded in an access register and monitored through regular reports to the AIAC. Matters requiring budgetary consideration will be:
 - 8.7.1 Addressed where appropriate and able through the AIAC discretionary budget or
 - 8.7.2 Incorporated within annual City of Darwin budgets and its endorsed Community Access Plan.
- 8.8 Staff roles in support of the AIAC will include the provision of information; advice on technological advances and City of Darwin developments and the progress of issues received.
 - 8.8.1 Staff support to the AIAC will ensure: Agendas for meetings are forwarded to committee members at least seven working days prior to the meeting and draft Minutes are circulated within seven working days post the meeting.

9 Quorum

Section 64(2) of the *Local Government Act* states that a Quorum consists of a majority of the members of the AIAC.

DISABILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE:

The City of Darwin **Disability Advisory Committee** is established pursuant to Section 54 of the NT Local Government Act 2008. Its purpose is to inform and advise the City of Darwin in relation to its responsibilities to ensure equity of access to people with disability in the application of City of Darwin procedures and the provision of services and facilities. The advice is provided through representatives selected for their awareness and specialist knowledge of disability issues.

2. OBJECTIVES:

- 2.1 To monitor the implementation and annual reviews of the City of Darwin's Community Access Plan under the Disability Discrimination Act thereby ensuring access works required are included in budget deliberations.
- 2.2 To keep the City of Darwin informed of developments in standards and technology where these may impact on its responsibility to provide equitable access to services and facilities.
- 2.3 To identify actions which City of Darwin may take to improve access on its property.
- 2.4 To monitor the progress of complaints and requests associated with access issues through statistics reported to each meeting.
- 2.5 To provide education, feedback and information to the Darwin community to facilitate community awareness of the needs and rights of people with disability and on the work of the Committee through promotions, community forums and other initiatives.
- 2.6 To report information and recommendations from each meeting to the City of Darwin's Elected Members.

3. MEMBERSHIP

- 3.1 The City of Darwin shall appoint an Alderman, a representative from the Infrastructure Department and a representative of the Community and Cultural Services Department who shall be responsible for convening, resourcing, monitoring progress and providing secretariat functions to the Committee.
- 3.2 Nominations for membership of the Committee shall be called publicly by advertising for expressions of interest.
- 3.3 All members shall be appointed by the City of Darwin as required under Section 54 of the NT Local Government Act 2008.
- 3.4 Appointed representatives shall remain as members of the Committee for a set period of two (2) years.
- 3.5 At the end of any two year term, retiring members may re-apply for membership.

- 3.6 The number of community positions on the Committee shall be a maximum of ten (10) with four (4) additional places allocated to allow professional involvement and to ensure coverage of a broad range of disability types.
- 3.7 Nominations for vacancies occurring on the Committee shall be called as required to ensure continuation of expertise on the Committee.
- 3.8 Membership of the Committee will expire should a member not attend a meeting of the Committee without leave on three (3) consecutive regular meeting occasions.
- 3.9 Sub-committees of the Disability Advisory Committee shall be chaired by a member who is not the DAC Chairman.

4. CRITERIA FOR MEMBERSHIP

In accordance with the Local Government Act, the City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on the following criteria:

- 4.1 The Committee will collectively cover a broad range of disability and specifically the Committee shall include representation from:
 - people with hearing impairment,
 - people with visual impairment,
 - parents of children with disability,
 - people with physical disability
 - people with intellectual disability,
 - people with neurological disability,
 - people with age related disability,
 - young people with disability.
- 4.2 Commitment to regularly attend meetings and to actively contribute ideas and commentary.
- 4.3 Active participation in DAC sub-committees.
- 4.4 Willingness to represent the interests of the community rather than pursue personal interests.
- 4.5 Awareness of relevant standards and legislation i.e. the Disability Discrimination Act, Australian Standard 1428 (Design for Access and Mobility) and the NT Disability Services Act.

5. MEETINGS OF THE COMMITTEE

- 5.1 An orientation workshop is held early in the term of the Committee to inform members of their responsibilities as members, understand the operation of the Committee and its responsibilities to Council and to get to know the other members.
- 5.2 At the first regular meeting the Chairman of the Disability Advisory Committee shall be the Council appointed Alderman in order that the Committee may recommend one of their number for appointment by Council as Chairman.
- 5.3 At its first regular meeting the Committee shall recommend to Council one of their number for appointment as Chairman for the term of the Committee and the Committee shall elect a Deputy Chair on an annual basis.

- 5.4 The Committee meets bi-monthly and convenes a community forum each year to report to the community on progress and provide other information as required.
- 5.5 In accordance with the Local Government Act, the Chairman may summon additional meetings at any time and meetings held shall be at times determined by the Committee.
- 5.6 As specified under the Local Government Act any members having any conflict of interest shall declare their interest in accordance with the provisions of the Act. Members are also bound by provisions of the Local Government Act and Regulations including confidentiality.
- 5.7 To assist individuals to attend Committee meetings, the City of Darwin's policy is to reimburse people who are not independently mobile and who therefore incur direct costs in being transported to the meetings by a third party i.e. a taxi or other person.
- 5.8 Minutes of all meetings are reported to meetings of the City of Darwin and the Committee may make recommendations for a Council decision. Matters of access shall be recorded in an access register and monitored through regular reports to the Committee. Matters requiring budgetary consideration will be incorporated within annual City of Darwin budgets and its endorsed Community Access Plan.
- 5.9 Staff roles in support of the Committee will include the provision of information; advice on technological advances and City of Darwin developments and the progress of complaints received.

6. PROCEDURE FOR RECRUITMENT OF MEMBERS

- 6.1 City of Darwin will advertise in local newspapers calling for Expressions of Interest in membership of the Committee.
- 6.2 The Committee's Terms of Reference, Community Access Plan and other relevant information will be sent to all potential applicants with an application form.
- 6.3 Following the closing date for applications City of Darwin officers will assess the applications and shortlist applicants for an informal interview.
- 6.4 An interview panel convened by the Community Services Officer will undertake interviews of applicants. Panel participants may be the Alderman appointed to the DAC, retired DAC members or disability advocates from the Darwin Community Legal Service.
- 6.5 Following the interview process recommendations will be presented to the City of Darwin's Elected Members to appoint the new DAC members.
- 6.6 All nominees will be advised of the outcome of their application. Successful applicants will be advised of the proposed date of their first meeting.

Quorum

Section 64(2) of the Act states that a Quorum consists of a majority of the members of the Committee.

OPEN SECTION

C&CS9/8

Community & Cultural Services Committee Meeting – Friday, 20 September 2016

10.2 OFFICERS REPORTS (RECEIVE & NOTE)

ENCL:	COMMUNITY & CULTURAL SERVICES	AGENDA ITEM:	10.2.1
YES	COMMITTEE/OPEN		
STRATEGIC REPORTING			
REPORT No.:	16TC0058 VG:ph	COMMON No.:	1230662
		DATE:	20/09/2016

Presenter: Manager Strategy & Outcomes, Vanessa Green

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to demonstrate to Committee Members the new format for quarterly strategic and municipal plan reporting effective 2016/17. The quarterly reports for 2016/17 will be presented to the October, February, April and July Committee Meetings.

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

5 Effective and Responsible Governance

Outcome

5.3 Good governance

Key Strategies

5.3.3 Understand and manage Council's risk exposure

KEY ISSUES

- In accordance with Council's internal audit program, BDO undertook an audit of Council's Strategic Performance Framework in 2013.
- In September 2015 KPMG was engaged to review the Strategic Performance Framework and the progress with implementing Outstanding Audit Issues 140 from 2013.
- A recommended action was that Council endorse a standard suite of reporting to be produced from Council's software for strategic planning and performance management, Interplan, to replace current Quarterly Team Update Reports.
- At the May 2016 meeting of the Risk Management and Audit Committee the Committee resolved to mark all items listed in Outstanding Audit Issues 140 as complete, excluding item 4.1. Item 4.1 is the subject of this report.

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 REPORT NUMBER: 16TC0058 VG:ph
 SUBJECT: STRATEGIC REPORTING

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0057 VG:ph entitled Strategic Reporting, be received and noted.
- B. THAT the Committee note the revised quarterly report format is effective for the 2016/17 Municipal Plan reporting

BACKGROUND

DECISION NO: 21\4457

Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 4

Report No. 16TC0033 SJ:mb (27/05/16) Common No. 1230662

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework, be received and noted.
- B. THAT the Outstanding Audit Issue Register be updated as detailed in **Attachment A** of Report Number 16TC0033 SJ:mb entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 4.
- C. THAT Outstanding Audit Issue 140 be moved to the Completed Audit Issues Register with the exception of item 4.1

DECISION NO. 21\4220

Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3

Report No. 16TC0021 SJ:ph (18/03/16) Common No. 1230662

- A. *THAT Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework – Progress Report 3, be received and noted.*
- B. *THAT the Outstanding Audit Issue Register be updated by replacement of existing outstanding actions with those in **Attachment A** of Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 – Strategic Performance Framework Audit – Progress Report 3.*

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SUBJECT: STRATEGIC REPORTING

DISCUSSION

The City of Darwin annual internal audit program required Council to undertake an audit of its adopted Strategic Performance Framework during 2013. The final audit report was presented to the RMAC in November 2013. Moderate risk audit findings 1.0 – 4.0 were placed on the Outstanding Audit Issues Register.

Council has been working with KPMG to ensure Outstanding Audit Issue 140 is addressed and to review the current status of the Strategic Performance Framework.

Attachment A provides details of the progress against the Outstanding Audit Items 140 – Strategic Performance Framework. All items are now complete except for Item 4.1.

Item 4.1 - Based on area needs, CoD should develop a standard suite of reporting to be produced from Interplan

This action was based on duplication of reporting which existed due to staff producing Quarterly Team Update Reports as well as reporting six monthly against the Strategic and Municipal Plans.

When Interplan was first implemented, it was anticipated that it would replace Quarterly Team Update Reports currently considered by Committees.

Both BDO and KPMG have suggested that there is an inherent belief that the Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. The reporting was also seen to be time consuming and somewhat operational in nature, both for staff and with the level of information that was provided to elected members. Current Quarterly Team Update Reports provide a commentary of work being undertaken in each section and there is no consistent approach to the format or type of information to be included.

In addition, for a number of years staff have been utilising Council software, Interplan to monitor progress and achievements against the actions and key performance indicators outlined in the Strategic and Municipal Plans. Albeit, reporting to Council at this level has been somewhat adhoc over the past few years.

Much work has been undertaken internally to return to a position whereby we are able to report to Council utilising the Interplan system with confidence and as such we are now in a position to recommend to Council that the Quarterly Team Update Reports be replaced by quarterly reports against the Strategic and Municipal Plans, produced from Interplan.

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To enable elected members the opportunity to review and question quarterly progress effectively it is recommended that each Committee be presented reports against the Municipal Plan Program Profiles that they have oversight over. The table below outlines the Municipal Plan program profiles that will be presented to each Committee.

Environment and Infrastructure Committee	<ul style="list-style-type: none"> • Asset Management • Development • Building Services • Civil Infrastructure • Design • Infrastructure Projects • Parks and Reserves • Planning • Climate Change and Environment • Waste Management
Corporate and Economic Development Committee	<ul style="list-style-type: none"> • Business Services • Financial Services • Fleet Management • On and Off Street Parking • Records and Information Management • Regulatory Services • Risk, Audit and Safety • Governance • Strategic Services • Communications and Engagement • Darwin Entertainment Centre • Employee Relations • Information Technology
Community and Cultural Services Committee	<ul style="list-style-type: none"> • Arts and Cultural Development • Community Development • Customer Services • Darwin Safer City • Family and Children's Services • Library Services • Recreation, Leisure and Events • Sister Cities • Youth Services

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To ensure elected members have confidence that they will be receiving information that is relevant to their decision making and strategic planning role, an example report has been prepared.

Attachment B and **Attachment C** provide an example of the current reporting format and the proposed change to reporting against the Municipal Plan.

Attachment B provides the Climate Change and Environment Quarterly Team Update Report in the current format.

Attachment C provides the Climate Change and Environment Quarterly Report against the Municipal Plan.

The Risk Management and Audit Committee has endorsed the transition away from the current format (**Attachment B**) to more formal reporting against the Municipal Plan (**Attachment C**).

Ongoing benefits also include more robust and accountable reporting in our Annual Report and more informed performance guiding the development of future Strategic and Municipal Plans.

CONSULTATION PROCESS

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

- Council's Executive Leadership Team has endorsed the change in process
- The Executive Leadership Team and over 31 staff have been involved in reviews undertaken by BDO and KPMG.

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

Nil

POLICY IMPLICATIONS

Whilst there are not direct policy implications, implementation of the recommendations will contribute to continuous review and improvement of the City of Darwin Strategic Performance Framework.

BUDGET AND RESOURCE IMPLICATIONS

The change from Quarterly Team Update Reports to Quarterly Reporting against Municipal Plan will have a positive effect on resources by reducing the duplication of reporting requirements by staff.

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RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Legislative Implications

The functions (s12) and objectives (s13) of the *Local Government Act* provide for Council to develop and implement a Strategic Planning / Performance Framework that suits its needs.

(s22) requires Council to have a plan for its area which is to include the indicators for judging the standard of its performance. The City of Darwin is known as a municipal council and the plan is therefore referred to as the 'Municipal Plan'.

Risk Implications

The risks associated with not responding to the recommendations in the Audit Report and staff discussions include:

- Inability to develop robust and accountable planning and performance documents;
- Legislative non-compliance; and
- Organisational culture not aligned with strategic direction and performance reporting.

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.

VANESSA GREEN
MANAGER STRATEGY &
OUTCOMES

MARK BLACKBURN
EXECUTIVE MANAGER

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For enquiries, please contact Vanessa Green on 89300531 or email:
v.green@darwin.nt.gov.au.

Attachments:

Attachment A: Outstanding Audit Issue 140 – Strategic Performance Framework

Attachment B: CURRENT Climate Change and Environment Quarterly Team
Update Report

Attachment C: PROPOSED Draft Climate Change and Environment Municipal
Plan Progress Report

Finding	Detailed Finding	Rating	Recommended Action	Responsibility	Amended Target Date	Progress Mar 2016	Comments
1	Reliability of Monitoring & Reporting Processes	Moderate	<p>1.0 The Manager Strategy and Outcomes to ensure all KPIs reported in Interplan are supported by accurate and reliable source documentation. This documentation should be retained (either electronically within Interplan or in hard copy) for each Progress Report. These requirements should be clearly documented and communicated to management and staff across the council.</p> <p>2.1 Review the Strategic Performance Framework to ensure only those plans required in the process are included and that each cascades from the previous to ensure linkages. A pragmatic approach should be taken with this review to ensure the plans are relevant and will be applied.</p> <p>2.2 Include both a City and Council Vision with separate Council strategic goals.</p> <p>2.3 Gain business ownership in strategic direction. The business needs to be involved in the strategic planning development process as well as its application throughout the year. They should be questioning any operational activities not contributing to the agreed strategic direction. The agreed strategic direction should be reflected in actions and performance assessments, including staff appraisals.</p> <p>3.0 Using the information provided as a result of this Internal Audit project, review the suite of KPIs focussing on what is key, measurable and relevant, as well as including both lead (or real time) and lag indicators.</p> <p>4.1 Based on business area needs, CoD should develop a standard suite of reporting to be produced from Interplan.</p> <p>4.2 CoD should also review the process to record and update information in Interplan to improve its efficiency. Revised processes should then be rolled out across the organisation. Business areas should then be encouraged to use Interplan rather than alternative sources.</p>	<p>Manager Strategy & Outcomes</p> <p>Chief Officers Group</p>	<p>June 2016</p> <p>June 2016</p>	<p>100%</p> <p>100%</p>	<p>The 2014/15 Annual Report showed all Strategic and Municipal Plan KPIs. The RMAC Report 30/10/15 identified that source data was available for all 25 of the Strategic Plan KPIs. For the Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. A collaborative process was undertaken in the development of the 2016/17 Municipal Plan to update Program Profiles, ensuring the KPIs used all have source data available. The KPMG review also identified inconsistencies with the current list of Program Profiles i.e. they were defined at different levels within Departments. This has also been addressed in the 2016/17 Municipal Plan development with some changes to the Program Profiles.</p> <p>The Strategic Planning Framework was reviewed in the development of the 2016/17 Municipal Plan and changes were made to the Program Profile structure to better reflect the operating environment. The Planning Framework is revisited each year in line with Municipal Planning.</p> <p>Action 2.2 Feb 2014 - Action 2.2 is considered complete as Council does not feel it necessary to develop a City and Council Vision. Jul 2014 - Action 2.2 Complete</p> <p>Middle Managers and Program Managers are engaged in the development of the Municipal Plan, Customer Satisfaction Tool and Annual Report each year.</p> <p>As part of the KPMG Strategic Performance Review, a number of staff met with KPMG to discuss the Planning Framework, identify issues and opportunities for improvement. A number of staff raised the issue of duplication of reporting with Quarterly Team Update Reports and reporting against the Municipal Plan.</p> <p>Workshops were held with staff to complete the 6 month Strategic and Municipal Plan Progress Report. This included discussions about the Planning Framework and ensuring reliability of reporting information. Workshops were then held to develop the 2016/17 Municipal Plan. Engagement with staff will continue to occur on an ongoing basis to maintain business ownership.</p> <p>For the 2015/16 Municipal Plan KPIs there were 85 with source data available, 7 KPIs without source data available and 10 KPIs were no longer relevant. The review with KPMG and a collaborative process undertaken to develop the 2016/17 Municipal Plan has focussed on producing relevant KPIs with source data. All KPIs are measurable. Continuous improvement of the selection of KPIs can occur by improving data capture.</p> <p>The Strategic Performance Review completed with KPMG has identified Quarterly Team Update Reports are being completed and considered part of the Planning and Performance Framework, however they are not linked to the Planning and Performance Framework and their purpose and relevance should be reviewed. Reporting should align with the Planning Framework.</p> <p>The Quarterly Team Update Reports provide a commentary of work being undertaken in each area, there isn't a consistent approach to the format of the reports and the type of information to be included. Generally the information that is included is quite low level operational detail. The Quarterly Team Update Reports should be replaced by quarterly reports against the Municipal Plan.</p> <p>Interplan was considered in the Planning and Reporting Review completed with KPMG. The initial finding being that the program can deliver what the Council requires, but the information within the Planning Framework should be finalised first before Interplan is rolled out to the organisation again. Interplan is currently being used by the Strategic Services team.</p> <p>Interplan is ready to be used for reporting against the Municipal Plan. Interplan was used to complete the 6 month progress report against the 2015/16 Municipal Plan through workshops with staff.</p>
2	Lack of Linkage within Strategic Performance Framework	Moderate					
3	Inappropriate Key Performance Measures	Moderate		<p>Manager Strategy & Outcomes</p>	<p>June 2016</p>	<p>100%</p>	
4	Inefficient Reporting Processes	Moderate		<p>Manager Strategy & Outcomes</p>	<p>June 2016</p>	<p>100%</p>	

ENCL: ENVIRONMENT & INFRASTRUCTURE
 YES COMMITTEE/OPEN

AGENDA ITEM:

CLIMATE CHANGE ACTION PLAN QUARTERLY REPORT - JULY TO DECEMBER 2015

REPORT No.: 15TC0084 SG:nj COMMON No.: 1792647

DATE: 16/02/2016

Presenter: Manager Climate Change & Environment, Shenagh Gamble

Approved: Executive Manager, Mark Blackburn

PURPOSE

The purpose of this report is to inform the Committee of progress towards the Climate Change Action Plan and associated environmental initiatives.

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

3 Environmentally Sustainable City

Outcome

3.1 Council's carbon footprint reduced

Key Strategies

3.1.1-Reduce Council's greenhouse gas emissions

KEY ISSUES

- This report comprises two quarters, July to September and October to December.
- Solar PV installed and operational at Bishop Street Operations Centre
- Community event preparation – Garage Sale Trail,
- Bike Plan Education
- Sustainable House Day Forum
- Casuarina Pool and Civic Centre Water Audits

RECOMMENDATIONS

THAT the Committee resolve under delegated authority:-

THAT Report Number 15TC0084 SG:nj entitled Climate Change Action Plan Quarterly Report - July to December 2015, be received and noted.

BACKGROUND

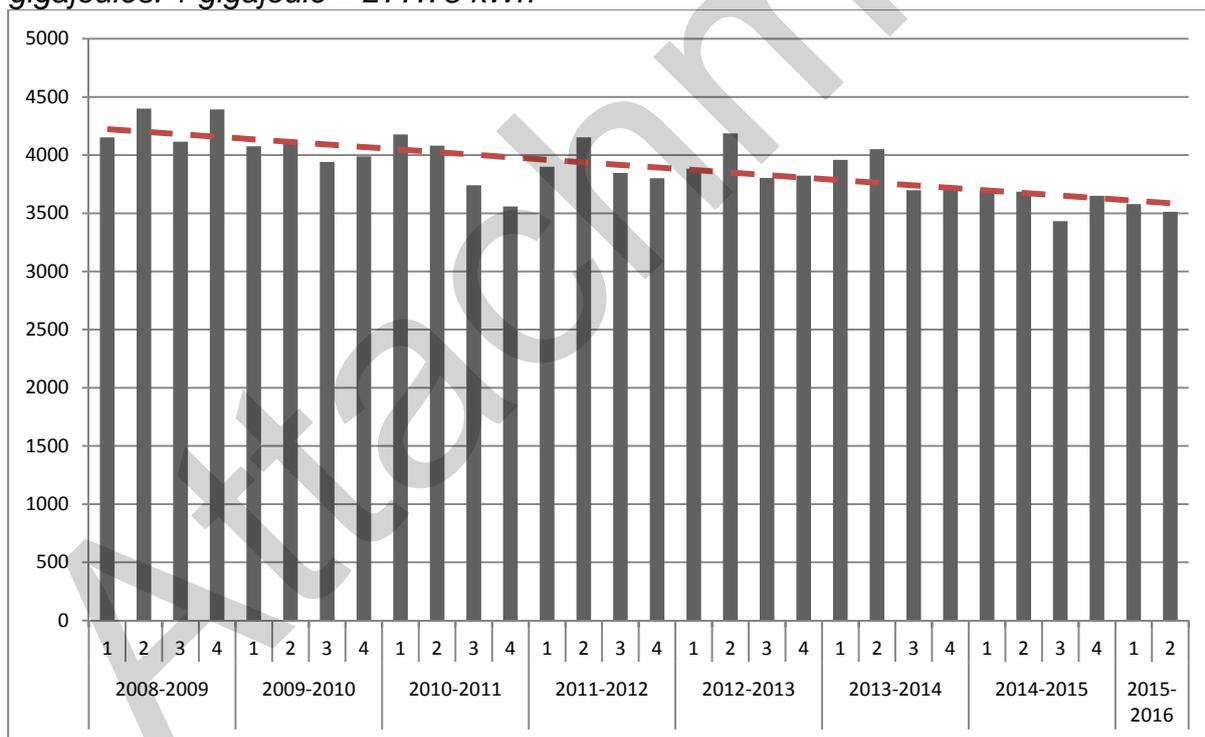
This report provides an update on progress against the Climate Change Action Plan and associated activities as completed by the Climate Change & Environment Team in the period July – December 2015.

DISCUSSION

1. Energy Consumption is reduced

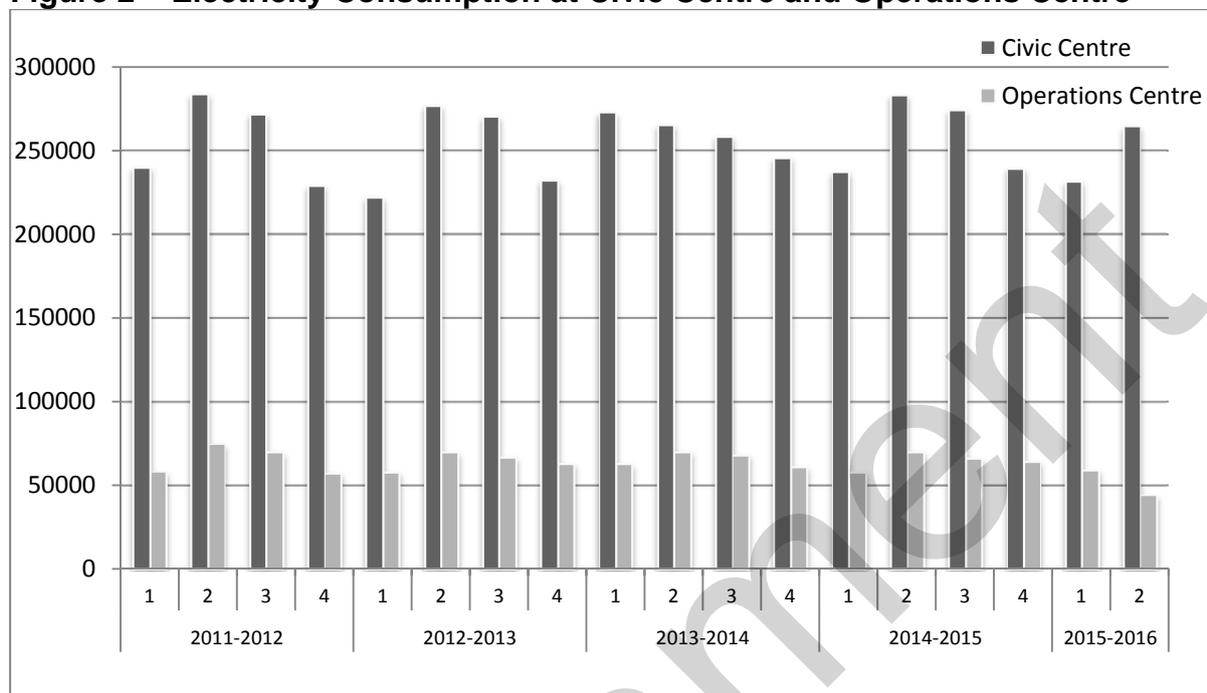
Council-wide electricity consumption in the first quarter and second quarters reduced by around 19% and 8 % respectively (compared with the same times last year). Electricity reductions for these periods when compared with the 2008-2009 benchmark year are 14% and 20% respectively.

Figure 1 – Electricity Consumption across all sites (GigaJoules GJ)
Trendline shown against benchmark year of 2008/2009. Consumption is in gigajoules. 1 gigajoule = 277.78 kWh



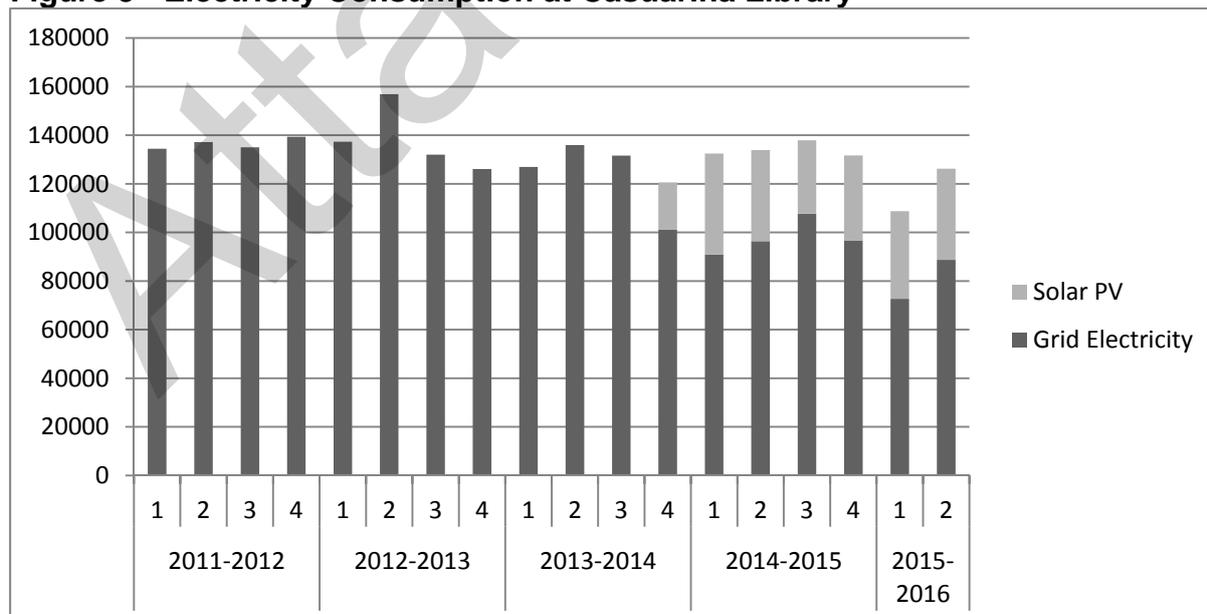
Key sites are discussed in more detail below. All figures below show kilowatt hours (kWh).

Figure 2 – Electricity Consumption at Civic Centre and Operations Centre



In September 2015 a 100kW Solar PV system was installed at the Bishop Street Operations Centre. It is estimated that this system will generate around 447 kWh per day. These savings are being realised with a reduction of 37% in the second quarter when compared with the same time last year.

Figure 3 - Electricity Consumption at Casuarina Library



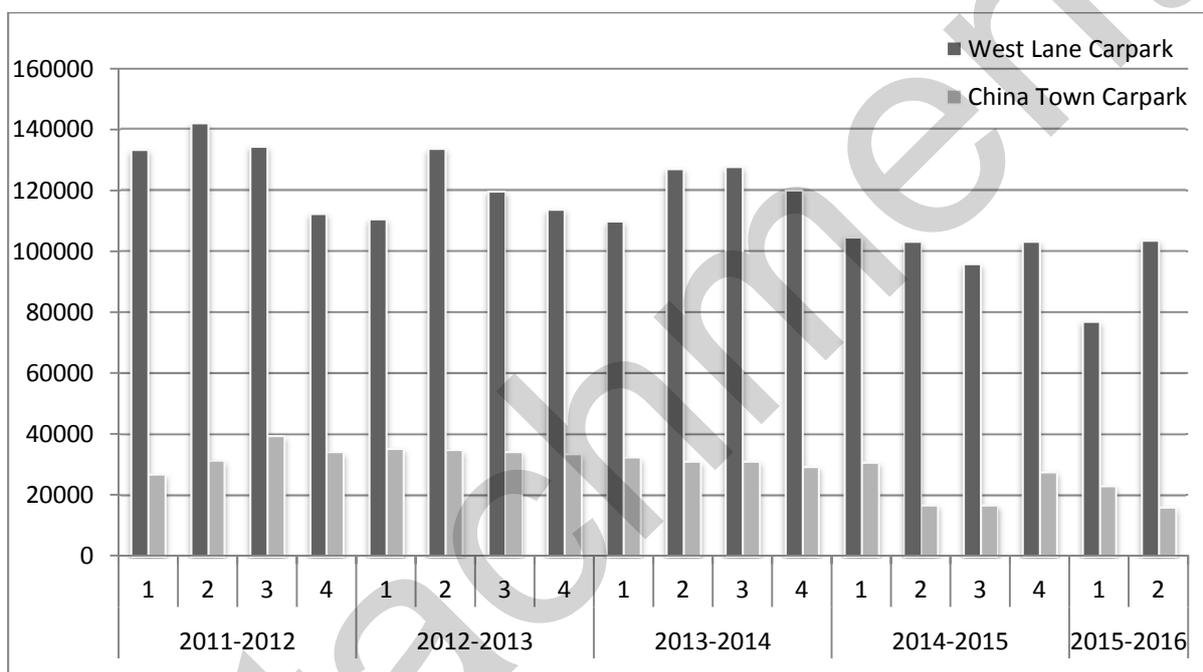
The Casuarina Library continues to generate electricity at a rate of around 400kWh per day. In mid-August a change to the internet arrangements at this site resulted in

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the online monitoring capability being unavailable. This issue has been by City of Darwin staff and the installer. As such the electricity generated is an estimate based on previous average. The electricity use at Casuarina library for both quarters was less than the same time last year (first quarter reduction of 18%, second quarter reduction of 6%).

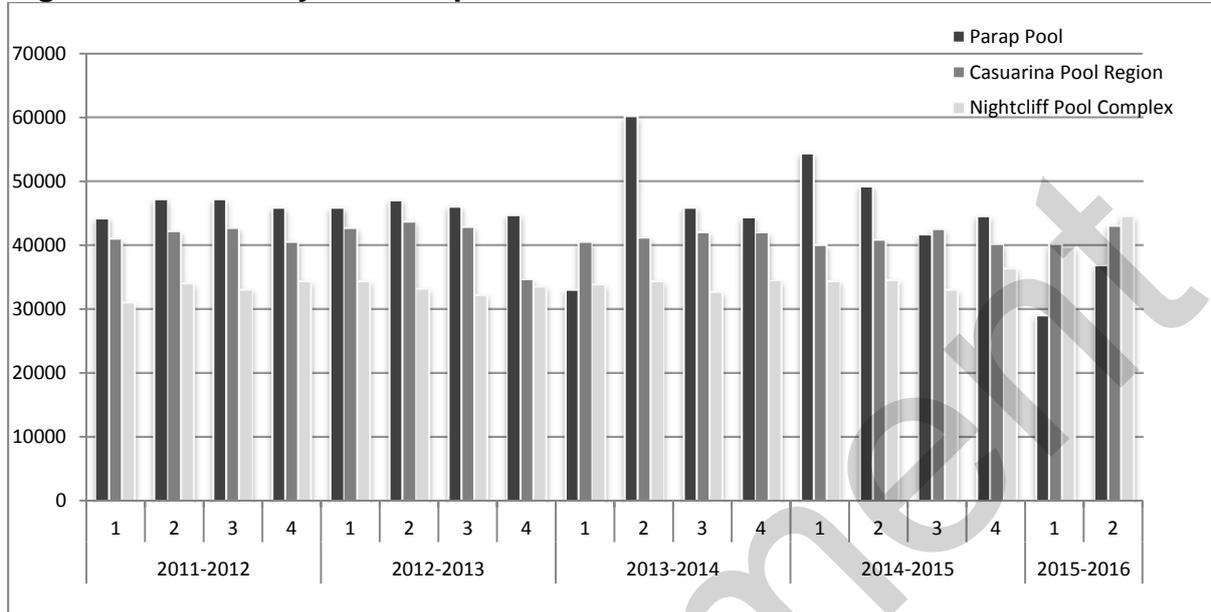
Figure 4 - Electricity Consumption at West Lane and Chinatown Car Parks

Note: The apparent increase in consumption in the second quarter at the West Lane Carpark is attributed to estimated reads during this period



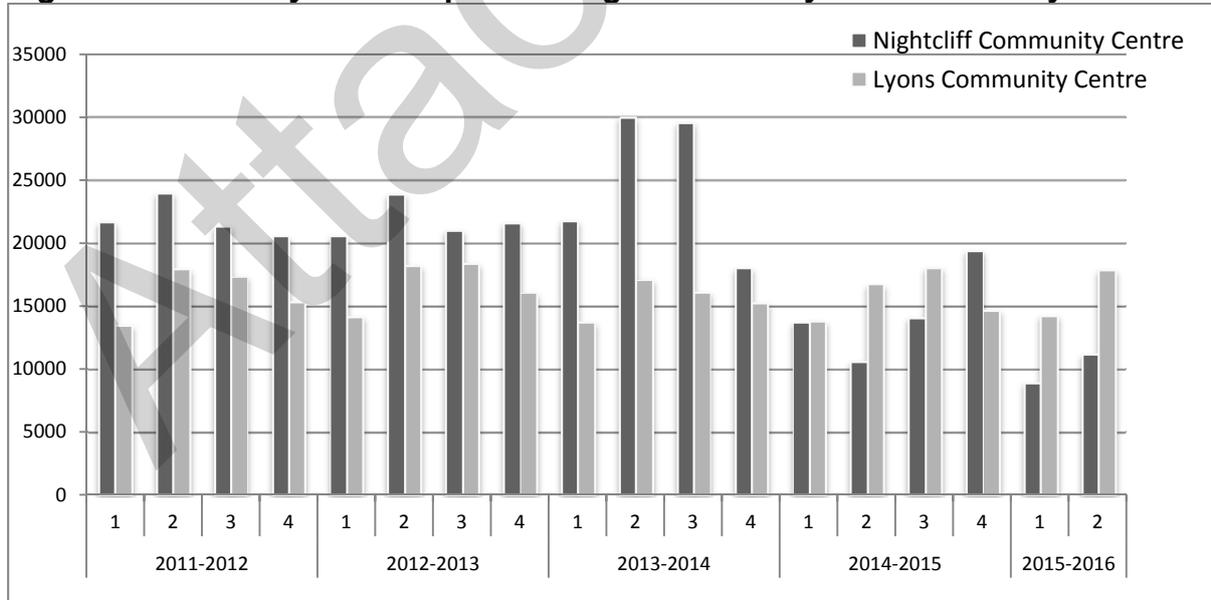
Electricity consumption at both car park sites remains consistently low following the installation of sensors and energy efficient lighting. The most notable change is around 25% reduction in electricity at both car parks in the first quarter when compared with the same time last year. Further installation of LEDs and additional sensor installation at Chinatown Car Park continues to reduce consumption.

Figure 5 - Electricity Consumption at Pools



Parap Pool is showing a good pattern of electricity reduction. Note that the high peak in Q2 2013/14 is attributable to a data entry error that is being rectified. Consumption at Nightcliff Pool is higher than would be expected due to the construction work for the Nightcliff Café which is drawing on the same meter at this time.

Figure 6- Electricity Consumption at Nightcliff and Lyons Community Centres



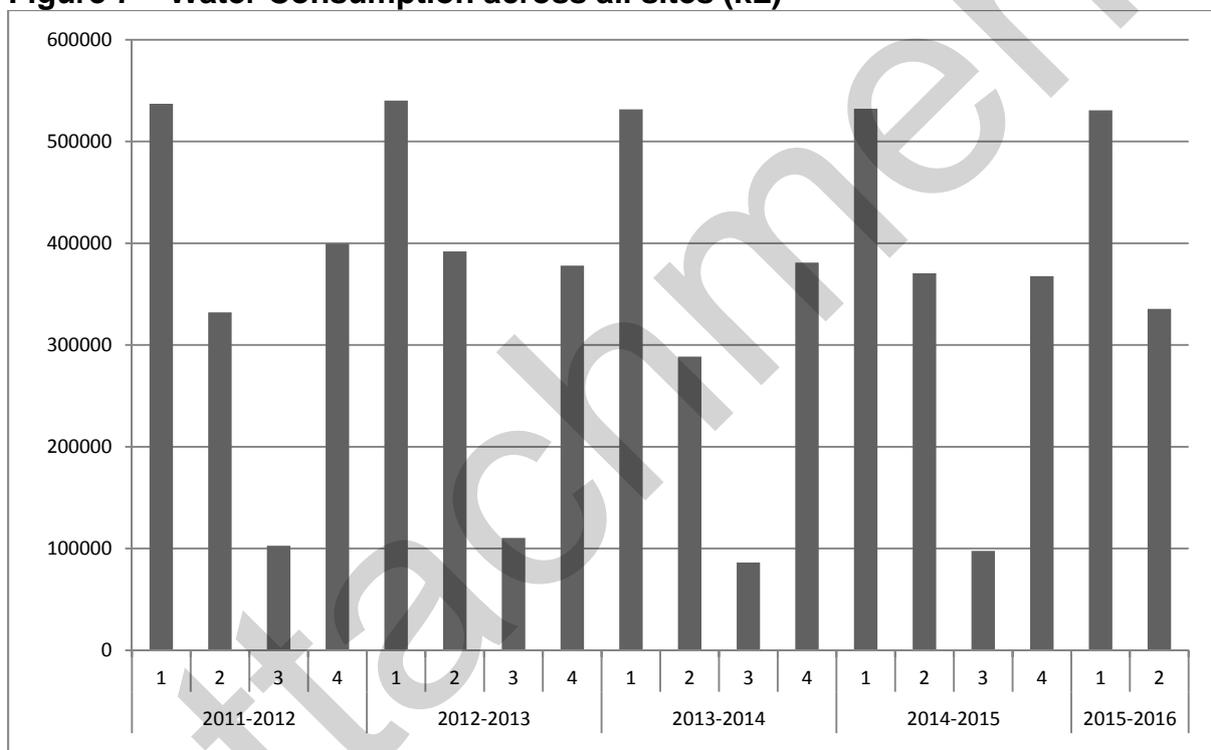
Generally electricity use at the community centres has decreased. A large peak of consumption at Nightcliff Community Centre in 2013-14 is attributed to a problem with the air conditioning system. Communal space air conditioning is the main contributor to electricity consumption at these sites. Sensor control in amenities and more efficient use of air conditioners has yielded electricity savings, however vigilance is required to ensure these communal areas are not compromised.

2. Water Consumption is reduced

Water consumption maintains a strong seasonal influence. Water efficiency initiatives are resulting in some savings at particular sites. The strong *el nino* weather pattern that is currently at play is resulting in high reliance on irrigation in open areas. It is expected that this will continue to influence the next quarter.

Council staff continues to work with Power and Water Corporation on water audits across buildings and to improve the quality of data for water meters.

Figure 7 – Water Consumption across all sites (kL)



Water use in the first quarter (end of dry season, toward build up) is consistently high due to increasing humidity and apparent temperature but lack of rainfall. Water use in the second quarter (build up, toward start of wet season) varies. Interestingly, despite the unusually dry build up water use in the second quarter was 10% less than the same time last year.

Casuarina Pool and Civic Centre Water Audit

Staff has worked with the Living Water Smart team (Power and Water Corporation) to undertake water audits of Casuarina Pool and the Civic Centre. The water auditing process includes the installation of data loggers for approximately one month prior to the audit. Living Water Smart staff analyse this data and then perform an onsite audit. Results for Casuarina Pool suggest a background leak is present, which is being investigated. Improved irrigation at the site will also deliver water and cost savings. Water efficiency recommendations for the Civic Centre include changes to the cooling tower settings and improved behaviour change initiatives.

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3. Waste is reduced

Detailed waste data is reported separately through *Waste and Recycling Quarterly Reports*.

Garage Sale Trail

The Garage Sale Trail is a national initiative that City of Darwin committed to for the first time, held on 24 October 2015. The event resulted in positive community engagement and awareness raising around reuse and diverting waste from landfill. Garage Sale Trail is held in October annually. A summary report is provided in **Attachment A** to this report. City of Darwin has been invited to participate in a national steering committee for this event.

4. Biodiversity is maintained across Darwin

An assessment of Green Spaces across the Darwin municipality was undertaken during this period, with a report expected in the next quarter. The purpose of the assessment was to better understand the nature of green spaces within its responsibility including:

- Urban and suburban parks and reserves
- Connections between natural environment and modified green spaces
- Biodiversity value of natural habitats (and modified green spaces)
- Refuges and fragments
- Areas of conservation significance – with a focus on areas zoned Conservation, or with the potential to be zoned Conservation.
- Areas of historical or cultural significance

The objectives of the assessment were:

1. Define and **quantify** green space the City of Darwin is responsible for across the municipality
2. Determine the **quality** of Council's green spaces
3. Determine the **connectivity** between these spaces (this will include significant street tree connections and linkages)

5. Erosion on Council land is managed

Erosion measures continue to be implemented as per the Erosion Management Plan.

6. The Built Environment supports sustainable lifestyles

Sustainable House Day Forum

On Friday 11 September a lunchtime forum was held to discuss sustainable housing design, in honour of Sustainable House Day. Three speakers, Jo Best (Troppo Architects), Keith Savage (Property Council of Australia) and Jessica Steinborner (Smart Cooling in the Tropics) presented case studies in sustainable housing before opening up for a lively and very interactive forum discussion.

Sustainable Urban Living Seminar – featuring Josh Byrne

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On Thursday 22 October Josh Byrne (well known as the Western Australian presenter on ABC's iconic Gardening Australia program) presented a sustainable urban living seminar, sharing his experiences with creating and maintaining these energy and water efficient family homes. He also discussed his role in the CRC for Low Carbon Living and his involvement in developing sustainable homes and precincts around Australia.

Over thirty people attended both of the events above, representing government planners, local government, private planning consultants, Power and Water Corporation and the general public.

Bike Plan Education

Implementation of the education component of the Bike Plan commenced in the new financial year, with planning for Ride2Work Day dominating activities during this period. Engagement with key stakeholders such as bike user groups and the Department of Transport has focused on initiatives into bicycle wayfinding, bicycle parking and broad communication strategies.

CONSULTATION PROCESS

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

- Team Coordinator Building Services
- Team Leader Building Services
- Recreation And Healthy Lifestyle Coordinator

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

- Planet Footprint
- Living Water Smart (Power and Water Corporation)

POLICY IMPLICATIONS

Activities described in this report are consistent with the actions and outcomes of the Climate Change Action Plan (2011-2015) and City of Darwin Policy No. 59 Climate Change.

BUDGET AND RESOURCE IMPLICATIONS

All activities have been completed within operational budgets.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Activities described in this report are inherently beneficial to the environment.

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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.

SHENAGH GAMBLE
MANAGER CLIMATE CHANGE &
ENVIRONMENT

MARK BLACKBURN
EXECUTIVE MANAGER

For enquiries, please contact Shenagh Gamble on 89300530 or email:
s.gamble@darwin.nt.gov.au.

Attachments:

Attachment A: Garage Sale Trail Campaign Report 2015 Impacts



City of Darwin
PREMIUM Performance Report

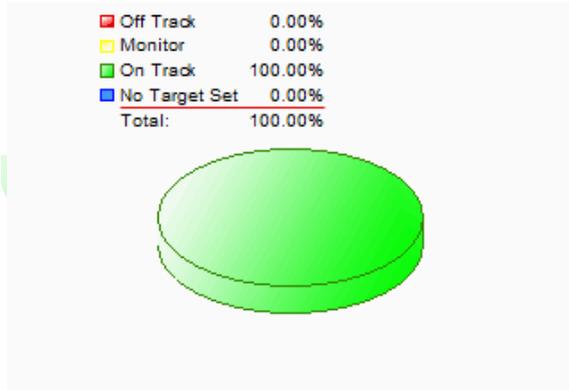
Jul 15 - Jun 16

Report Filters:
Service Profile: Climate Change and Environment



Climate Change and Environment

KPI Status



Action Status



Financial Summary



Summary KPI

KPI	Trend	Unit	Target	Actual	Status
> 15% reduction in greenhouse gas emission from Council operations (tonnes CO2-e) by June 2016 (E2)	Jul 15 - Jun 16	#	15.00	14.20	GREEN
Latest Comment Council's greenhouse gas inventory is currently being undertaken for the 2013/14 financial year. Preliminary results suggest greenhouse gas emission reduction is on track to meet 2016 target.					
Community satisfaction with Council's priority for leading and advocating for the sustainability and protection of our er	Jul 15 - Jun 16	%	60.00	58.00	GREEN
Latest Comment No comments entered for this KPI					
Percentage of planned Climate Change Action Plan 2011-2020 actions completed	Jul 15 - Jun 16	%	95.00	95.00	GREEN
Latest Comment All planned Climate Change Action Plan actions completed for 2015/16.					



Action Summary

-  At least 90% of action target achieved
 -  Between 70 and 90% of action target achieved
 -  Less than 70% of action target achieved
 -  No Target Set
- Target
 % Complete

Action	Start Date	End Date		Budget Expenditure	Actual Expenditure	% variance
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.3.1.1 Monitor stormwater and waterway water quality	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	01/07/2015	30/06/2016	<div style="display: flex; align-items: center;"> <div style="width: 100%; height: 10px; background-color: #add8e6; margin-right: 5px;"></div>  </div>	\$0.00	\$0.00	0%
				\$0.00	\$0.00	0%



Action Details

Office of the Chief Executive

Climate Change & Environment

STRATEGY: 3.1.1 Reduce Council's greenhouse gas emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.1.1.1 Coordinate the improvement of the environmental performance of Council's operations	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN

Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Climate Change and Environment					

Linked Related Plan(s):

Linked Action Filter(s):

Action Progress Comments

Q1 & 2 - Implementation of recommendations from the Deloitte's Environmental System assessment continued in this period. Notably the development of Standard Operating procedures for environmental reporting and site inspections, environmental checklist, register of NT and Commonwealth legislation and clauses to be used in contractor and lease arrangements. These documents will be brought together into an Operational Environmental Management Plan.

Q3 - Climate Change & Environment staff are working with OHS staff based at the Operations Centre to include environmental conditions in Safe Working Methods Statements .

Last Updated - 15/09/2016

STRATEGY: 3.2.1 Increased community understanding of climate change and environment issues and mitigation and adaption actions



Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.1 Manage and implement the City of Darwin Climate Change Policy and Action Plan 2011-2020	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
<p>Q 1 & 2 - Key initiatives that have occurred in this six month period include:</p> <ul style="list-style-type: none"> - Solar PV installation at Bishop Street Operations Centre - Water audits (performed by Living Water Smart) undertaken at Casuarina Pool and Civic Centre - Lunchtime seminar series, covering Sustainable House Day and Water efficient design - Community tree planting day at East Point Reserve <p>Ongoing projects contribute to energy, waste and water reduction as well as enhancing biodiversity across the municipality.</p> <p>Q3 - Electricity consumption decreased by 1% this quarter, compared with the same time last year. Despite a significantly lower than average rainfall this quarter, water consumption decreased by 1% compared with the same quarter last year.</p> <p>The Northern Territory Government Flora and Fauna division has been engaged to undertake a fauna assessment at East Point Reserve and Nightcliff Foreshore .</p> <p>Q4 - Electricity consumption increased this quarter, compared with the same time last year. Water consumption was lower when compared with the same time last year . The Operations Centre Water Audit complete.</p> <p>Last Updated - 15/09/2016</p>							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.1.2 Foster environmentally sustainable behaviour in the Darwin community	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q1 & 2 - Community initiatives this period include Garage Sale Trail; Backyard Bird Count; Sustainable House Forum; Water Efficient Design Forum; Community Tree Planting Day; 12 Sustainable Days of Christmas.							
Q3 - The third quarter is typically a quiet time for community engagement, however initiatives include:							
- Discussions with community members about developing information signs regarding shorebirds at Nightcliff Foreshore							
- Participate in discussion regarding Water Sensitive Cities, a workshop hosted by the CRC for Water Sensitive Cities							
- Deliver initiatives under the Darwin Bike Plan education and engagement plan, including working with stakeholders to develop Share the Roads and Share the Paths education material							
- Develop request for quotation for Wayfinding Strategy (including cycling wayfinding)							
- Planning and engagement with Darwin schools to deliver the The Climate Change Challenge (key schools engagement activity) to be held on 1 June 2016							
Q4 - Activities included Jingili Primary School, Wayfinding Signage, Bike Plan, Climate Change Challenge, Group Rides - Sep it up Challenge/Pedal for Points/Love Food Hate Waste Workshop, Community Grants, George Brown Scholarship, Rapid Creek Beneficial Uses Assessment							
Last Updated - 15/09/2016							

STRATEGY: 3.2.3 Lobby governments, developers and industry to undertake sustainable projects and behaviours

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.4 Advocate to the Territory Government and comment on Development Applications to foster environmentally sustainable development	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q1 & Q2 - Where appropriate, comment is provided on development applications and submissions provided to NT Government initiatives. For example, attended a briefing session regarding changes to the NT Environmental Regulatory System prior to preparing comment on these changes.							
Q3 - Comment was made on a number of development applications during this quarter.							
Q4 - No significant submissions were made during this quarter.							
Last Updated - 15/09/2016							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.2.3.2 Manage Council's response regarding legislation, government policy and land use strategy as it affects environmental management and climate change outcomes	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q 1 & 2 - The Climate Change & Environment team provides advice to development applications and input to government submissions as needed.							
Q3 - Prepared and submitted comment on Northern Territory Government's Balanced Environment Draft Strategy							
Q4 - No significant submissions were made during this quarter. Attended the Future Darwin CSIRO Scenario Planning and Report, BOM Climate Outlook							
Last Updated - 15/09/2016							

STRATEGY: 3.3.1 Advocate for the conservation of natural systems

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.1.1 Monitor stormwater and waterway water quality	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
Q1 & 2 - Regular water quality monitoring continued through this period. As a result of this monitoring Lake Alexander was closed during the Christmas break due to high bacteria readings. Stormwater "first flush" sampling occurred at all 12 sites across the municipality.							
Q3 - Stormwater wet season sampling was difficult during this period due to sporadic rainfall and few significant rain events. No closures for Lake Alexander were required during this period.							
Council has participated in the development of a strategy for Integrated Monitoring and Research Program for the Darwin Harbour Region.							
Q4 - Stormwater and waterway water quality were consistently good during this period with no action required.							
Last Updated - 15/09/2016							

STRATEGY: 3.3.2 Increase biodiversity richness and abundance across Darwin

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.2.1 Manage and implement the East Point Reserve Biodiversity 5 Year Plan (2014-2018)	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
<p>Q1 & 2 - Climate Change & Environment and Parks & Reserves teams continue to work well to deliver the East Point Biodiversity Plan. Key activities this period include the community tree planting day, which for the first time directly targeted school groups. This event was very successful and productive and the same approach will be used for future community planting days.</p> <p>Q3 - The nursery on site at East Point has been re-established with seed collection and propagation. CDU student research is ongoing including leaf litter assessments and assisting with planting both on community planting day and in February. Staff have sighted three different individual monitors / goannas. This is important as it suggests there are several large reptiles present at East Point Reserve.</p> <p>Q4 - The Artificial nesting platform for Osprey was erected in May. No Osprey is expected to nest on the platform until March / April 2017.</p> <p>A fauna assessment was conducted at East Point Reserve in May. City of Darwin engaged the Northern Territory Government Flora and Fauna Division to undertake the assessment. Initial results have identified several new and relative rare species such as the Rufous Owl and the Northern Blossom Bat.</p> <p>Last Updated - 15/09/2016</p>							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	Indicator
3.3.2.2 Manage Council's strategies for biodiversity and conservation management	Shenagh Gamble - Manager Climate Change & Environment	Completed	01/07/2015	30/06/2016	100%	100%	 GREEN
Program Profile	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Climate Change and Environment							
Linked Related Plan(s):							
Linked Action Filter(s):							
Action Progress Comments							
<p>Q1 & 2 - An assessment of green spaces across the municipality has been undertaken. Climate Change & Environment are now working with Parks & Reserves team leaders to develop strategies for developing green infrastructure in each precinct.</p> <p>Q3 - A request for quotation to undertake a fauna assessment at East Point Reserve and Nightcliff foreshore received a number of high quality responses. The project was awarded to the Northern Territory Government Flora and Fauna division who were scheduled to commence work in May 2016.</p> <p>Q4 - Fauna assessment commenced with final report due early in the new financial year.</p> <p>Last Updated - 15/09/2016</p>							

11.1 Informal Minutes Disability Advisory Committee 28 July 2016

Document No. 3378552 Common No. 3378552 (20/09/2016)

()

THAT the Committee resolve under delegated authority:-

THAT the Informal Minutes of the Disability Advisory Committee held on the 28 July 2016, **Attachment A**, Document Number 3378552, be received and noted.

DECISION NO.21\()

(20/09/2016)

**INFORMAL MINUTES
DISABILITY ADVISORY COMMITTEE
2pm - 3.10pm Thursday 28 July 2016
Library Hub – Civic Centre**

1. PRESENT

Alderman Robin Knox	
Nik Kleine	Infrastructure Department City of Darwin
Deborah Bampton	Community Representative
Cassandra Jevdenjevic	Community Representative
Julie Forrest-Davis	Community Representative
Gail Price	Community Development Officer, City of Darwin
Jan Austin	Minute Secretary

2. APOLOGIES

Alderman Simon Niblock	
Lynne Strathie	Community Representative
Kayla McDonough	Leave of absence
Jennifer Harlock	Department of Building and Planning whilst Kirrily Chambers is on long service until January 2017

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA

Nil.

4. PRESENTERS AND OBSERVERS

Nil.

5. ACCEPTANCE OF PREVIOUS NOTES 19 MAY 2016

Previous meeting notes tabled. No endorsement required.

6. BUSINESS ARISING FROM PREVIOUS NOTES

6.1 Election of Chairperson and Deputy Chairperson

Chairperson:	Deferred till next meeting (lack of quorum)
Deputy Chairperson	Deferred till next meeting (lack of quorum)

6.2 Membership of DAC and Appointment of Julie Forrest-Davis

- In confirmation of out of session discussion, the Committee recommended Julie Forrest-Davis' be appointed as a community member.
- Distribution of public advertising and emails distributed to the disability sector, complete. Four out of the required ten

community representative positions still available to be filled. Professional positions are filled, but a delegate from the Department of Transport has not been nominated.

- Important to bring individual skill sets from the disability sector AND the mainstream to committee membership.
- New Terms of Reference will recommend changes to the Committee to being more concerned with inclusion, as well as access.
- Alderman Robin Knox questioned current gender balance of the committee and prompted discussion of attaining more male representation.
- Preliminary conversation with Rachel Kroes of the Project 21 Down Syndrome NT, regarding membership of DAC as a suitable forum in some capacity.
- The various Council Advisory Committees are encouraged by the Lord Mayor to embrace 'cross pollination' between the various sectors, of cultural diversity, multiculturalism and youth, servicing mutually experienced issues.
- Zoe Scrogings, Sister Cities Coordinator is keen to work with DAC on mutually beneficial programs and events.

Actions

- Gail Price to provide committee with further nomination forms to aid in recruitment of new committee members.
- Gail Price to provide Alderman Robin Knox with copy of the Terms of Reference.

7. STANDARD REPORTS

7.1 Working Groups

Disability Awareness Festival

- Cassandra Jevdenjevic volunteered to assist with the Launch.
- 27th August 2016 Community Fun Day, linked in with Katie Kirke and the Miss Art - Art Your Life (personal development program) 12 – 18 yr. old women who have a requirement of 6 hours of community service. 18 out of the 60 Miss Art participants have volunteered to assist.
- Launch and Film Night. Poster produced and distributed. Need to add 'subtitles' to future posters, to confirm that there are subtitles.
- Post cards to promote each event have been produced prepared by Somerville. Lord Mayor very impressed.
- Information distributed to schools, libraries, Multicultural NT, Melaleuca Refugee Centre, Anglicare NT. No response from NDS NT yet so needs to be re-sent to John or Gabby, as the DAC representative is on leave.

Actions

- Gail Price to provide copies of Calendar to members

Terms of reference and action plan.

- The specific DAC subcommittee has met and is developing an updated Terms of Reference and a DAC Action Plan (previously called a business plan). Work is continuing but halted whilst the members of the subcommittee are busy with finalising the plans and implementation of the Disability Awareness Festival.
- Need to clarify in the Terms of Reference a course of action on how to make a decision when faced with a range of opinions.

Community Access Plan

- To be updated ready for 2017. Deborah Bampton and Cassandra Jevdenjevic in working/reference group. No further progress to report. Will advise on timeframe and update at next meeting.
- Access and Inclusion Action Plan (previously referred to as Business Plan) links directly into the Community Access Plan.

7.2 Access Audit and infrastructure Budget

- Number of projects that weren't completed have been put to Council as carry forwards.
- Council 2016-17 budget of \$53,662 of which \$50,000 is for new works. Council reviewed every building asset through an access audit to ensure they met access standards, and developed a 5-year schedule of works. A lot of items were fast-tracked as a result of this Access Audit.
- The progress of the Access Audit work was reviewed in preparation for the end of 2015-2016 financial year. The report will be presented at the next committee meeting.
- Currently two years into a 5-year plan and already lessons learned from having a 5-year audit timeframe. Better to audit a particular range of buildings rather than every building at once. Too big a program and logistically awkward to keep track of over 5 years. Costs change, the buildings or facilities can change.
- Next meeting will be 2 months, however information will be sent out before the next meetings.

8 GENERAL BUSINESS

- International Day for People with Disabilities on 3 December 2016. Last year DAC didn't provide an activity on this day. This year the 3 December 2016 will be the Rotary Special Needs Christmas Party, so another celebration has been rescheduled

to the Saturday prior. Still with the same International Day for People with Disabilities theme – Inclusion and Choice.

- Disability - Service Providers Expo - Ready Set Go.
Total budget of \$5 – 7K Grand Ballroom at Hilton on Mitchell St. Venue hire, fun and games, entertainment. Looking at supplementing budget with service providers who pay to attend. Also looking for sponsorship. Jointly CoD (deliverable) seeking funding from other key organisations like NDIA, NDCO. Showcase a number of organisations working together across Darwin. Feeds into broader conversations towards CoD towards a National Disability Insurance Scheme, (currently at informal conversation stage).
No confirmation of funding from CoD yet.
- Julie Forrest-Davis: Organising an event as part of October Business Month, involving DCC, CDU, NTG and senior people within HR aimed at selling the benefits to employers of employing people with disabilities. Seeking support from DAC and seeking involvement of Senior CoD Human Resources Manager.
- Deborah Bampton: City of Darwin is urged to attend the Anti-Discrimination Commission Premises Standards Workshop, with presenter Michael Small. Invitation will be send to committee members. Request that CoD send invitation through LOGNT. Encourages DAC members to attend (cost \$30)
- New City of Darwin Feeling Blue directory has been released as a booklet and also available online. If the Committee members become aware of any updates to listings please let City of Darwin know.

9 OTHER BUSINESS

9.1 Review of times of meetings

Alderman Niblock cannot make this time. Committee agree to change meeting time to 12pm – 1.30pm, if that is possible for all the members. Committee in agreement to continue meeting in the Library Hub at the Civic Centre.

Close of meeting: 3:10 pm

Next meeting: Thursday 15 September 2016 – Ground Floor, Library Hub – Civic Centre

11.2 **Draft Informal Minutes Dili Sister City Advisory Committee 17 August 2016**

Document No. 3380527 Common No. 3380527 (20/09/2016)

()

THAT the Committee resolve under delegated authority:-

THAT the Draft Informal Minutes of the Dili Sister City Advisory Committee held on the 17 August 2016, **Attachment A**, Document Number 3380527, be received and noted.

DECISION NO.21\()

(20/09/2016)



**DRAFT INFORMAL MINUTES
DILI SISTER CITY ADVISORY COMMITTEE
Wednesday 17 August 2016
Meeting Room 1, Level 1, City of Darwin**

Meeting Opened

1. Present

Alderman Bob Elix	Elected Member (Acting Chair)
Alderman Gary Haslett	Elected Member
Lynnette Bigg	Community representative
Debra Harrip	Community representative
Theresa Caldwell	Community representative
Zoe Scrogings	Cultural Partnerships Officer, City of Darwin

2. Apologies

Jill Khun, Luke Gosling, Lorriane Sushames, Rodney Illingworth, Eligio (Gio) Gusmao Sequeira Belo, Peregrina (Rina) Maria Gusmau Amaral

3. Minutes

Minutes from 5 July 2016 were received and noted.

Moved: Alderman Haslett Seconded: Alderman Elix, Carried

4. Business Arising from Previous Minutes

4.5 Dili Scoping Project

The purpose and envisaged outcomes were discussed in further detail, including commitment to outcomes in waste management, youth exchanges and other professional exchanges. Zoe Scrogings (Z.S) reported that after consultation with Alderman Haslett and Hannah Illingworth that the week being 10 October 2016 is suitable to travel to Dili.

The Committee discussed the importance of pre-departure meetings with a range of stakeholders including Allan Jape, Education Department, Tony Fevaro from Rotary, Department of Business Asian Engagement and former City of Darwin Alderman Robert Creen, were among a range of people suggested.

Z.S advised that Action For Change (ACF) have been informed of the visit and have offered to support the delegation while in Dili. Further to this discussions with ACF are underway in support of the creation of a mural which will provide Hannah with the opportunity to work with other young artists in a skills exchange. The Committee agreed that this can support the development of deeper engagement with ACF.

ACTION	Z.S to draft a letter from the Lord Mayor to Mr Gaspar Soares, Dili Administrator advising him of the proposed visit, outlining its purpose and asking for a meeting.
ACTION	Alderman Elix to organise a meeting with Alan Jape

ACTION	Z.S to compile a list of contacts
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4.6 Sister City Strategic Planning Workshop, 10 August

The Committee agreed the workshop was highly productive and well attended by Elected Members and Committee members, it was noted that Deb Hall facilitated the session very well. All agreed how useful it was to connect and network with all of the Sister City Committees, including working as a collective and the importance of being consulted. The Committee agreed that the Draft International Relations Policy is a solid starting point but could be improved by:

- Using less jargon, incorporating genuine and authentic language more reflective of community .
- Further emphasis of the reciprocal nature and purpose of International Partnerships.
- Adopting more of an international perspective, less promotion of Darwin.
- Articulating the Community Development principles/framework that guides the Sister Cities program.

Z.S 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 regard to the Sister Cities Handbook. Once this process is complete a report will be presented to Council.

ACTION	Z.S to develop a survey for all Committees to complete in regard to sections in the Handbook that need to be refreshed.
ACTION	Z.S to circulate to current Committee Terms of Reference for feedback and review.

4.7 Committee Membership

Welcome to new Committee Members, Theresa Caldwell and Rodney Illingworth. Alderman Elix also recommended that Luke Gosling stay on board, however in the capacity as an Observer due to his appointment to Federal Parliament.

5. General Business

5.1 Yearly Action Plan

The Committee discussed that ideally the Action Plan will largely be informed by the outcomes from the Dili Scoping Project, and will prioritise Professional Exchanges in the areas of waste management, youth, arts, sports and culture.

Lynnette Bigg suggested that there may be opportunities and capacity for other districts in the region to participate in Professional Exchanges such as a Waste Management Exchange provided they were participating alongside Dili district.

The Committee discussed meeting times and frequency and it was agreed that bi-monthly meetings take place on Wednesdays between 4:45 – 5:45 pm.

6. Meeting Closed

Date and Time of Next Meeting

Date Wednesday 14 September, 4:45 – 5:45 pm

Location Meeting Room 1, Civic Centre

11.3 Draft Minutes Haikou Sister City Advisory Committee 25 August 2016
Document No. 3378577 Common No. 3378577 (20/09/2016)

()

THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Disability Advisory Committee held on the 25 August 2016, Attachment A, Document Number 3378577, be received and noted.

DECISION NO.21\() (20/09/2016)

**DRAFT MINUTES
HAIKOU SISTER CITY ADVISORY COMMITTEE
Friday 25 August 2016, 12.30 – 1.45 pm
Confucius Institute, Building Orange 2 Level 4
Casuarina Campus**

Meeting Opened

1. Present

Phillip Rudd	Chair
Tim Hill	Community Member
Ping Lu	Community Member
Glynis Lee	Community Member
Marnie Foster	Community Member (via phone)
Hannah Taino-Spick	Community Member
Alderman Justine Glover	Elected Member
Alderman George Lambrinidis	Elected Member
Mr Wang Hua	Observer
Zoe Scrogings	Cultural Partnerships Officer, City of Darwin

2. Apologies

Nil

3. Minutes

Minutes of the last meeting held on Friday 1 July 1 2016 were received and noted.

Moved: Glynis Lee Seconded: Tim Hill, Carried

4. Business Arising from Previous Minutes

4.1 Committee Tenure & Welcome to New Committee Members

The Committee began by thanking Mr Wang, Director of the Confucius Institute for hosting the meeting at the Confucius Institute. Welcome to new Committee Member, Hannah Taino-Spick who comes to the Committee with a background in Military Logistics, International Development and is currently studying Social Work at CDU.

4.2 Digital Art Pilot Project

The Committee thanked Ping Lu for his translation of the initial EOI, and acknowledged his efforts.

Zoe Scrogings (Z.S) reported that Naina Sen had developed a Draft Project Proposal informed by desktop research, consultation with Haikou Sister City Committee Members, meetings with Mr Wang and Mr Zhang, Dean of the College of Fine Arts of Hainan University. Naina has suggested a more detailed breakdown of the process into three stages:

- Stage 1: Darwin Filming and archival image gathering
- Stage 2: Haikou Engagement/Filming
- Stage 3: Post Production

While the Committee are very pleased with the project and its progression a number of points were raised in going forward, such as:

- Ensuring Committee input was central to the project
- Formalising partnerships
- Establishing a project Working Group
- Developing a plan for additional funding

Alderman Justine Glover encouraged engagement with Larrakia people, and as she is now working for the Larrakia Nation has offered to facilitate introductions.

ACTION	A project working group to be established to include Tim Hill, Alderman Justine Glover, Mr Wang, Ping Lu
ACTION	Z.S to provide feedback to Naina Sen
ACTION	Ping Lu to finalise translation which Mr Wang will forward to Hainan University
ACTION	Z.S to develop and confirm partners and their role.

5. General Business

5.1 Feedback from Sister Cities Workshop

The Committee agreed the workshop was highly productive and well attended by Elected Members and Committee members, it was noted that Deb Hall facilitated the session very well. The Committee felt that it was an energising opportunity to affect change and program innovation. Bringing together all of the Sister City Advisory Committees is valuable for networking, collaboration, problem-solving and prioritising. Tim Hill suggested that ideally joint Sister City Advisory Committees planning should take place twice a year for optimal results.

The idea of a 'message stick' was discussed and the Committee suggested that we need to develop a range of processes to continue to communicate, collaborate and share across all Sister City Advisory Committees as this enables big picture thinking.

The Committee put forward the following:

- revitalising the International Relations newsletter
- Continuing with a joint Sister City Harmony Day program, in particular to strengthen the format that was developed this year, and implement it again in 2017.
- Opportunities when appropriate for other Sister City Advisory Committee members to attend as observers at Committee meetings.

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 in which guide the Sister Cities program
- Incorporating strength based and inclusive language to enable meaningful engagement with community

Z.S 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.

ACTION	Z.S to develop a Survey for all Committees to complete in regards to sections in the Handbook that need to be refreshed.
ACTION	Z.S to circulate current Committee Terms of Reference for feedback and review.

5.2 Business Exchange

While Mr Han Bin Director of Haikou Foreign Affairs Office was in Darwin in November he suggested to Lord Mayor the possibility of developing business links. Lord Mayor was open to the possibility of hosting business delegates. Phil Rudd suggested that this is something that NT Business Council would be interested in partnering on, but first steps are to clarify purpose.

ACTION	Z.S to follow up with Mr Han Bin
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5.3 Confucius Institute Activities

Mr Wang informed the Committee that the Confucius Institute will be hosting a calligraphy artist from Haikou in September pending visa approval. The Committee discussed possible opportunities for workshops, demonstrations and exhibitions. The Confucius Institute will be celebrating its 5th birthday this year, and Mr Wang reported that he is working with the Department of Education to establish the Northern Territory's first Confucius classroom in a primary school in Palmerston. Mr Wang would like to support the establishment of a Sister School program between Darwin and Haikou.

6. Meeting Closed

7. Date and Time of Next Meeting

Date: Friday 16 September 2016
 Time: 12:30pm
 Venue: Meeting Room 1, City of Darwin

11.4 **Draft Minutes Ambon Sister City Advisory Committee 8 September 2016**

Document No. 3380547 Common No. 3380547 (20/09/2016)

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THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Ambon Sister City Advisory Committee held on the 8 September 2016, **Attachment A**, Document Number 3380547, be received and noted.

DECISION NO.21\() (20/09/2016)

**DRAFT MINUTES
AMBON SISTER CITY ADVISORY COMMITTEE**

Thursday 8 September 2016, 4.45 – 5:45 pm
Meeting Room 1, Level 1, City of Darwin Civic Centre

1. Meeting Open

2. Members

Rick Setter	Chair - Community Representative
Christine Silvester	Community Representative
Jherry Matahelumual	Community Representative
Judy Miller	Community Representative
Nafisyah Mukhlis	Community Representatives
Alderman Gary Haslett	Elected Member
Alderman Robin Knox	Elected Member
Ryan Andriani	Observer
Shena Damayanti	Observer
Zoe Scrogings	Cultural Partnerships Officer, CoD

3. Apologies

Nil

4. Minutes

Minutes of the last meeting held Thursday 28 July 2016 were received and noted.

Moved: Alderman Knox, Christine Silvester, Carried

5. Business Arising from Previous Minutes

5.1. CDU Sculpture Garden

Rick Setter informed the Committee that he met with Allan at CDU and measures are in place to repair the sculptures.

5.2. Reciprocal Student Teacher Exchange – SMA 5, Kormilda College

Z.S reported on the exchange including a powerpoint presentation featuring photos of some of the activities the students and teacher have participated in, such as Consul Reception, Young Darwin Launch at Mindil Beach, Lord Mayor's Afternoon Tea Reception, Charles Eaton Jr Talk and Church.

Rick recommended that it was important to allow more lead in time in the organisation of travel arrangements in particular visas. More lead in time for example to begin negotiations in March/April would allow for sufficient time to address any issues that may arise.

5.3. Darwin to Ambon Yacht Race

Rick Setter participated as a guest on the Start Boat and met with the delegation from Ambon.

Alderman Robin Knox reported on the Darwin to Ambon Yacht Race, informing the Committee that this year there were 16 boats, Liquidity was the first boat to reach the finish line, in record time as there were very good winds.

Program activities such as the Welcome Reception, Awards Ceremony, Friendly Games all took place at Amihusu Village, which worked very well.

In addition to this in her capacity as a yacht race participant she visited some schools within the Amihusu community and provided them with donations from the yacht race participants.

There were glowing reports of the several homestays that were organised through the Amihusu Sailing Club.

Alderman Knox expressed that the highlight of the race was the magnificent Ambonese hospitality.

Jherry Matahelumual reported on Ambon Night held in partnership with the City of Darwin, attracted 200 people, with speeches from Lord Mayor, Minister Peter Styles, Indonesian Consul, Rick Setter, Dinah Beach Cruising and Yacht Club Commodore Jim Grierson and performance from local artists. Jherry was pleased to inform the committee that the food vendors were sold out by the end of the night.

While the delegation from Ambon including performers did not arrive in time for Ambon Night, they did however get an opportunity to perform on the Start Boat, which was very successful.

Z.S reported on the Lord Mayors Reception, while the program was improved to include a slide show of photos from the previous year, and the announcement of each entry, attendance was reasonable.

Alderman Knox commented that Yacht race participants are extremely busy in the week prior to departure and having several events in that week make it difficult to attend them all.

The Committee discussed the possibility of combining the Yacht Race briefing and the City of Darwin Reception into one event, as all of the Skippers and crew have to be there. Alderman Knox suggested that this could be a BBQ hosted by the City of Darwin. Further discussion was recommended.

5.5 **Sister Cities Workshop Feedback**

Rick reported that the workshop was very well attended, in particular by Elected Members, and was a great opportunity to discuss the Sister Cities Program. Rick raised the issue that people came and went throughout the night which made it difficult to get through the agenda.

Z.S 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 Handbook. Once this process is complete a report will be presented to Council.

6. General Business

- 6.1 Welcome** - Ryan Andriani Consul for Information, Social and Cultural Affairs Indonesian Consulate in Darwin.
- 6.2 Meetings** - Rick Setter reported that he met with Brendan Dowd CEO, City of Darwin and discussed the importance of developing a professional exchange program with Ambon in the areas including but not limited to Waste Management, Libraries, Disaster Management, however it was difficult to develop such exchanges due to the limited funds and resources available. The Committee discussed that when the time was right it may be a good opportunity to meet with the Northern Territory Government, Asian Engagement to discuss possible partnerships.
- 6.2 Indonesian Alumni Network** – Jherry reported the majority of the teachers who have participated in the exchange program to Darwin and Alice Springs are mostly from Maluku Province, demonstrating the Maluku Government’s support and investment with the program. Jherry being a member of the network is appreciative of any support the City of Darwin can provide.
- 6.3 Suamlaki Direct Flights** – it is envisaged that the first trial flight will commence in late October. Ryan Andriani informed the Committee that currently Suamlaki is not an immigration port and measures will need to be put in place to put this into action.

- 6.4 Display Materials** – Nafisyah Mukhlis provided feedback to the Committee in regard to the Ambon Sister City display at Ambon Night. Nafisyah commented that the material was out of date and lacked impact.

Z.S agreed with Nafisyah and discussed the importance of developing professional displays and that current marketing material is out of date. Z.S discussed that she will be developing new refreshed marketing material to coincide with the finalisation of the new Sister City Guidelines and International Relations Policy.

7. Meeting Closed

8. Date and Time of Next Meeting

Date: Thursday 10 November 2016
Time: 4:45 – 5:45pm
Venue: Meeting Room 1

11.5 Draft Minutes Bombing of Darwin and Military History Advisory Committee 24 August 2016

Document No. 3380538 Common No. 3380538 (20/09/2016)

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THAT the Committee resolve under delegated authority:-

THAT the Draft Minutes of the Bombing of Darwin and Military History Advisory Committee held on the 24 August 2016, Attachment A, Document Number 3380538, be received and noted.

DECISION NO.21\() (20/09/2016)



**DRAFT MINUTES
BOMBING OF DARWIN & MILITARY
HISTORY ADVISORY COMMITTEE
2.00 - 3.00 pm, Wednesday 24 August 2016
Meeting Room 1, City of Darwin**

1. PRESENT

Alderman Bob Elix
Alderman Mick Palmer
Mr Hugo Leschen

Deputy Lord Mayor, Chair

Department of Arts and Museums Chief
Executive

Mr Stephen Gloster
Ms Sarah Britza
Mr Tony Simons
Mr Norm Cramp
Mr Mark Blackburn

RSL
Department of Veterans' Affairs
Aviation Historical Society of the NT President
Darwin Military Museum Manager
City of Darwin Executive Manager

City of Darwin Staff

Ms Kylie Salisbury
Mrs Karen Long

Community Events Coordinator
Executive Assistant

2. APOLOGIES

Ms Katrina Fong Lim
Ms Anna Malgorzewicz

The Right Worshipful, the Lord Mayor
City of Darwin General Manager Community &
Cultural Services

Alderman Gary Haslett
Ms Angela Collard
Mr Trevor Cox

Tourism NT Executive Director Operations
Tourism Top End General Manager

3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA - Nil**4. ACCEPTANCE OF PREVIOUS MINUTES 22 June 2016 (Attachment A)**

The minutes of the meeting of the 22 June 2016 were received as a true and accurate record.

Gloster/Leschen, carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES 22 June 2016 - Nil

6. GENERAL BUSINESS

6.1 Bombing of Darwin Day 75th Anniversary Update

Kylie Salisbury spoke to Report Number 16C0073. Key points of discussion:

- City of Darwin Partnership with AFL Northern Territory
 - A partnership has been formed for naming rights, marketing and promotional activities for City of Darwin during Round 18 at TIO Stadium (18 and 19 February 2017).
 - One function for VIP veterans, civilians and evacuees. Second function for interstate family and friends attending commemoration to pay respect to family and descendants.
- Working with Tourism Top End on promoting the 75th anniversary commemorative community events.
- Working with Chap Cornelius Bosh RAN on the Order of Service for the commemorative service.

The Bombing of Darwin and Military History Advisory Committee received and noted Report Number 16C0073 entitled Bombing of Darwin Day 75th Anniversary Update.

6.2 Bombing of Darwin Harbour & Royal Flying Doctor Service Experience, Stokes Hill Wharf

Hugo Leschen provided an update.

- The new facility uses technology to provide virtual reality and holographic experiences of the Bombing of Darwin Harbour.
- Anecdotally visitor numbers are going well.

Action - Hugo will provide visitor figures at the next meeting.

The Bombing of Darwin and Military History Advisory Committee received and noted the information provided at Attachment C.

6.3 Proposal for a Commemorative Medal

The Bombing of Darwin and Military History Advisory Committee received and noted the proposal for a commemorative medal for the Bombings of Australia from Mr Lachlan Gayland noting a response will be forwarded to Mr Gayland advising that his proposal would need to be considered by the Department of Defence in respect to the process of introducing a new medal.

6.4 Spirit of Anzac Centenary Experience Darwin

The Bombing of Darwin and Military History Advisory Committee received and noted the Spirit of Anzac Centenary Experience Darwin preliminary information for Councils.

5.5 Members' Update

Tourism NT

Angela Collard provided an update via email -

- The Tourism NT representative on the Committee will change from me to Meg Cotter. Apologies for yet another change but I was the initial nominee as I was the TNT officer driving the development of the new attraction at Stokes Hill Wharf and the inclusion of military heritage as a pillar in our marketing approach. Those objectives have now been achieved and Meg is now the best placed officer to participate on the Committee given her role in the Marketing Division and relationships with Industry Operators.
- The Bombing of Darwin Harbour experience utilising new technology to tell the story has been completed and is included as part of the Royal Flying Doctor Service (RFDS) tourist attraction on Stokes Hill Wharf. Tourism NT developed the Virtual Reality content and a hologram of a US naval officer who tells of his and others' experiences on the day from his position in the water (he was blown into the water trying to return to his ship). In addition to its own heritage story, the RFDS added to the WWII story line with interactive ghost holograms (including a Japanese pilot) and a digital window that looks out onto the harbour as it was in 1942. This is linked to a 'bombing floor' that shakes etc as Japanese planes are seen approaching through the window. The RFDS also commissioned a life size replica of a Japanese Zero which hangs from the roof of the facility.
- The attraction officially opened to the public on 27 July and the RFDS advise there has been a steady stream of visitors since then. In terms of coverage, the attraction and the military heritage of the Territory has received extensive coverage from Tourism NT generated media activities including live cross to the Today Show just prior to the opening with interviews of the grandchildren of the aforementioned US naval officer, and live weather crosses to the Sunrise Breakfast Show just after the opening which featured our historian and Wendy James (a long term Darwin resident and evacuee).
- Tourism NT's next campaign blast regarding military heritage will occur in Dec/Jan via several mediums in the lead up to the anniversary. If the Committee can advise the dates and times of key anniversary activities (eg; flyovers etc) to Tourism NT, they can be included on our website for information for interested visitors.

- Tourism NT has also launched its Northernterritory.com site which heavily features WWII stories and sites – this was a collaborative effort working with the Heritage Branch.

Hugo Leschen

Details of a special event of The Territory Remembers program for the 19 February 2016 will be reported at the next meeting.

Norm Cramp

Hosted the Rear Admiral Grant's grandson and family at the Darwin Military Museum.

7. ANY OTHER BUSINESS

- 7.1 The Cenotaph – 13 September 2016 – Request from the Japanese Maritime Self Defence Force

Correspondence from Mr Don Milford was tabled.

The Bombing of Darwin and Military History Advisory Committee noted Mr Milford's email dated the 21 August 2016. Customer Services to action the booking for the 13 September 2016.

- 7.2 Public Amenities

Mark Blackburn provided background on the public amenity to be installed in Civic Park. So that this public amenity blends in with the surrounding environment, the exterior will be covered to look like local stone. The Committee's views were sought on the exterior of the public amenity near The Cenotaph having some kind of design for the 75th Anniversary.

The Bombing of Darwin and Military History Advisory Committee supported the idea.

- 7.3 Kylie Salisbury advised the Committee of NT Navy Week from the 5 – 9 September 2016 and the Ceremonial Sunset event on the 5 September 2016 in the Courtyard at the Civic Centre.

- 7.4 Norm Cramp queried if any discussions are occurring on the Pearl Harbour 75th Commemoration.

8. DATE OF NEXT MEETING

Date: 19 October 2016
 Time: 2.00 pm
 Venue: Meeting Room 1

2016 Meeting Dates

7 December 2016

9. MEETING CLOSED – 2.38 pm

OPEN SECTION

C&CS9/9

Community & Cultural Services Committee Meeting – Tuesday, 20 September 2016

12. GENERAL BUSINESS

13. CLOSURE OF MEETING