



INCLUSIVE COMMUNITY ADVISORY COMMITTEE

REPORT

MONDAY 9 APRIL 2018 AT 9.00AM
CENTACARE, ROSS RIVER ROAD, CRANBROOK

Advisory Committee Members >>

Councillor Colleen Doyle	Committee Chair, Townsville City Council
Councillor Margie Ryder	Townsville City Council
Councillor Russ Cook	Townsville City Council
Rachel Baker	Defence Community Organisation
Linda Blair	Community Information Centre
Sheree Bugden	Mission Australia
Judy Rabbitt	Zonta Club of Australia Metro Inc
Rachel Cook	The Youth Network
Reverend Bruce Cornish	Townsville Central City Mission
Lynne Derry	The Challenge Games/NQ Autism Support Group
Cayley Downey	Unlock the Lachs
Alison Fairleigh	North Queensland Primary Health Network
Anne Franzmann	Anti-Discrimination Commission Queensland
Julie Fraser	Diversicare
Velma Gara	Torres Strait Islander community member
Shane Harris	Volunteering North Queensland
Johanna Kodoatie	Townsville Multicultural Support Group
Elizabeth Kutuzov	Willows State School Chaplain
Martin Locke	Martin Locke Homes
Peter Monaghan	Centacare North Queensland
Vicki Trevanion	Townsville Region Committee on the Ageing
Scott Stidston	Spinal Life Australia
Susan Wilkinson	Inclusion Agency Queensland
Kimberley Williams	KLP Family Law

Non-member ICAC:

Donna Jackson	Meeting Facilitator, Principal Inclusive Communities, Future Cities Office, Townsville City Council
Julie McTaggart	Community Development Officer, Future Cities Office, Townsville City Council
Janeese Henaway	Aboriginal & Torres Strait Islander Liaison Officer, Future Cities Office, Townsville City Council

ACKNOWLEDGEMENT OF COUNTRY

The Townsville City Council would like to acknowledge the Bindal and Gurambilbarra Wulgurukaba peoples as Traditional Owners of the land on which our Council operates. We pay respect to Elders past, present and future and value the traditions, culture and aspirations of the first Australians of this land. We acknowledge and hold in great significance the valuable contribution that Traditional Owners have made and continue to make within the Townsville Community.

Goals and Objectives of Townsville City Council >>

Corporate Plan >>

Goal 1 - A Prosperous City

Deliver a strong and innovative economy for Townsville with sustainable growth and support for local jobs and businesses.

Objectives that identify our strategic intent:

- 1.1 Support local businesses, major industries, local innovation and employment growth.
- 1.2 Promote our economic and geographic strengths and market Townsville as a vibrant destination for commerce, education, research, tourism, entertainment and lifestyle.
- 1.3 Plan, support, provide and advocate for infrastructure and investment that supports innovation, residential and economic growth.
- 1.4 Maximize opportunities for economic growth by building and maintaining effective partnerships.

Goal 2 - A City for People

Enhance people's experience of Townsville as a liveable and vibrant city by providing services that support the growth of an inclusive, knowledgeable, active, safe and healthy community.

Objectives that identify our strategic intent:

- 2.1 Provide services and local infrastructure that meet community expectations, support growth and provide for the needs of our community.
- 2.2 Improve the liveability of Townsville and encourage active and healthy lifestyles by providing accessible public facilities and community infrastructure.
- 2.3 Improve the vibrancy of Townsville by supporting the community's access to, and participation in, a range of artistic, cultural and entertainment activities.
- 2.4 Enhance community knowledge of and access to council services to improve community wellbeing, health and safety.

Goal 3 - A Clean and Green City

Create a sustainable future for Townsville through the protection, maintenance and enhancement of our unique, natural and built environment.

Objectives that identify our strategic intent:

- 3.1 Plan, design and deliver sustainable development and support this by actively managing the natural environment and increasing green infrastructure, at both a city, suburb and place level.
- 3.2 Develop and implement long term solutions for the management of water and waste that are socially, financially and environmentally sound.

Goal 4 - A Simpler, Faster, Better Council

Transform the Townsville City Council into a simpler, faster and better council that is easy to work with, and for, and gains community trust by being transparent and managing its resources.

Objectives that identify our strategic intent:

- 4.1 Provide customer-focused services that meet the expectations of our community in a dynamic and adaptive manner.
- 4.2 Ensure that council's plans, services, decisions and priorities reflect the needs and expectations of the community.
- 4.3 Be a valued and committed employer who provides a productive, inclusive and respectful environment for staff and the community.
- 4.4 Improve financial sustainability and provide value and accountability to the community for the expenditure of public funds.
- 4.5 Ensure that public funds are expended efficiently and that council expenditure represents value for money whilst supporting the local economy.

Inclusive Community Advisory Committee

Purpose of the Inclusive Community Advisory Committee

The Inclusive Community Advisory Committee (ICAC) purpose is to be a peak body of community representatives to provide advice to Council on current and emerging social and community planning needs and opportunities, policy matters and to promote community leadership through a 'collective impact' approach.

The Inclusive Community Advisory Committee has been established in accordance with section 264 of the *Local Government Regulation 2012* ("the Regulation").

ICAC Member interaction with media:

Media (TV or newspaper agencies) may be in attendance at meetings and may wish to speak with committee members. It is important to be aware that as a member of the ICAC you are representing and speaking on behalf of your organisation. We would advise that you seek confirmation as to your organisation's media policies, and inform the Meeting Facilitator if you have any issues / concerns.

5.8.6 Audio or video recording of a meeting – as per Townsville City Council, Code of Meeting Practice

Only authorised persons may make an audio or video recording of a meeting in accordance with Section 35 of Local Law No. 1 (Administration) 2011.

A person is authorised to make an audio or video recording of the meeting if the Chairperson consents to the recording being made. A record of the Chairperson's consent made in the minutes of the meeting (or the report of a committee meeting) is "written consent" for the purposes of Section 35 of Local Law No. 1 (Administration) 2011.

REPORT INCLUSIVE COMMUNITY ADVISORY COMMITTEE

DATE 9 APRIL 2018

ITEMS 1 to 4

PRESENT

Councillor Colleen Doyle	Committee Chair, Townsville City Council
Councillor Russ Cook	Townsville City Council
Rachel Baker	Defence Community Organisation
Sheree Bugden	Mission Australia
Judy Rabbitt	Zonta Club of Australia Metro Inc
Rachel Cook	The Youth Network
Cayley Downey	Unlock the Lachs
Anne Franzmann	Anti-Discrimination Commission Queensland
Julie Fraser	Diversicare
Shane Harris	Volunteering North Queensland
Johanna Kodoatie	Townsville Multicultural Support Group
Martin Locke	Martin Locke Homes
Scott Stidston	Spinal Life Australia

Non-member ICAC:

Donna Jackson	Meeting Facilitator, Principal Inclusive Communities, Future Cities Office, Townsville City Council
Julie McTaggart	Community Development Officer, Future Cities Office, Townsville City Council

GUESTS

Gerrard Byrne	Centacare North Queensland
Paula Washington	Centacare North Queensland
Amy	Townsville Multicultural Support Group

APOLOGIES

Linda Blair	Community Information Centre
Reverend Bruce Cornish	Townsville Central City Mission
Lynne Derry	The Challenge Games/NQ Autism Support Group
Alison Fairleigh	North Queensland Primary Health Network
Janeese Henaway	Aboriginal & Torres Strait Islander Liaison Officer, Future Cities Office, Townsville City Council

NOT PRESENT

Councillor Margie Ryder	Townsville City Council
Velma Gara	Torres Strait Islander community member
Elizabeth Kutuzov	Willows State School Chaplain
Peter Monaghan	Centacare North Queensland
Vicki Trevanion	Townsville Region Committee on the Ageing
Susan Wilkinson	Inclusion Agency Queensland
Kimberley Williams	KLP Family Law

Opening of meeting

Councillor R Cook, Acting Chair, opened the meeting at 9.02am.

Apologies and Leave of Absence

Apologies were noted.

Acknowledgement to Country

Councillor R Cook provided the Acknowledgement to Country.

Confirmation of minutes of previous meeting

The Committee confirmed the minutes of the previous meetings held on 5 February 2018, with a minor amendment to reflect Julie Fraser (Diversicare) was a known apology. This amendment was noted by the Meeting Facilitator. February minutes, Moved: Rachel Cook, Seconded: Cayley Downey.

Business Arising from the Minutes

Nil.

Action Register – Update on outstanding items (ICAC Meeting Facilitator)

The ICAC Meeting Facilitator provided an update on the ICAC Action Register.

- 53 items on Action Register/Agenda Submission.
- 14 open items remain.
- 7 items closed since February meeting – items 10, 38, 39, 40, 45, 48, 51.
- Updates provided on items – 46, 47.

The Meeting Facilitator advised the Committee that since the ICAC meeting held in February, three action items have been successfully passed through Council – Action Register Items 38, 39, 40.

The Meeting Facilitator particularly spoke on the action item relating to the installation of Beach Access Matting at The Strand, noting the following in relation to product testing:

- Product User Testing will be held within the week commencing 16 April.
- An invite will be sent to Committee members.
- Members can extend the invite to members of the community who may utilise walking aids/ wheelchairs/ prams and would like to be involved in product testing.
- Council welcomes people in the community to come along and test the products/mats.
- Goal is to have people in the community testing the products/mats and providing feedback.
- Committee and community members requested to RSVP.

Councillor R Cook provided an update on Action Plan deliverable 4.1.5 Create Council as a role model organisation and encourage White Ribbon Workplace Accreditation – initial conversations within Council and with White Ribbon regarding process of accreditation have occurred, budget request to be put forward through operations for 2018/2019.

Councillor C Doyle entered the meeting during the Action Register update, taking the seat as Chair of the Committee.

COUNCILLOR R COOK ACTING CHAIR

Agenda Items

Item 1. Update – ICAC Action Plan – 1.5 Advocate for Silver Level Accreditation into new homes.

Martin Locke provided an update in relation to advocating for Silver Level Accreditation into new homes, noting the following:

- Silver Level homes will meet the needs of ageing and disabled sectors
- Silver Level Accreditation will be taken to the State and Federal Government to seek funding support
- Developers have shown interest
- Longer term aim is to source an institute to run an education course for builders/certifiers in Townsville

A video in relation to advocating for Silver Level Accreditation was shown to the Committee.

Councillor C Doyle suggested connection of Nolan's story to the Silver Level Video clip.

Committee discussed their support to encourage the development of Silver Level Housing in the construction of new homes.

Item 2. Ignite Planning – ICAC Action Plan – 1.4 Promote Inclusive Practices. 1.4.1 Support creation of publications that promote and inform the community about physical accessibility.

The Meeting Facilitator opened discussion by way of confirming and seeking feedback from the Committee as to their knowledge of existing publications that promote inclusive practices, and opened the item for discussion.

The Committee discussed publications that promote inclusive practices.

Discussion to continue at the June 2018 ICAC meeting within a workshop working group environment.

Action: Committee to research their individual organisational areas for publications that promote inclusive practices, and return information to the June 2018 ICAC meeting.

Item 3. Ignite Planning – ICAC Action Plan – 1.2 Improve access to literacy, numeracy and English as a second language programs.

1.2.1 Increase understanding as to the needs of Townsville's non-English speaking background community in accessing literacy, numeracy and English as a second language learning to determine potential opportunities of support.

The Meeting Facilitator opened the item for discussion and the following was noted:

Three phases of thinking in relation to initial scoping of the project were discussed:

1. What is our goal?
 - Improve English language skills to improve confidence, create empowerment opportunities and to increase community involvement
 - Transition overseas qualifications to the equivalent qualification locally
 - "Community connectedness and social cohesion"
2. What is the end product look like (design)?
 - Gain understanding of skills sets of migrants/refugees to create opportunities that are targeted and appropriate

3. Stakeholders:
- Migrants, refugees and Aboriginal & Torres Strait Islanders
 - Business community
 - Training providers

Interested ICAC members for potential working group:

- Sheree Bugden - Mission Australia
- Anne Franzmann - Anti-Discrimination Commission Queensland
- Julie Fraser - Diversicare
- Johanna Kodoatie - Townsville Multicultural Support Group

Action: Committee to consider the above points of discussion in relation to improving access to literacy, numeracy and English as a second language programs, and return ideas for collaboration at the June 2018 ICAC meeting.

Committee identified literacy and numeracy concerns impacting youth, and agreed that three potential conversations need to be considered within this Action Plan Item (Migrant/Refugee community; Youth community; JSAs).

The Chair, Councillor C Doyle acknowledged Rachel Cook and The Youth Network on their recent work and contributions.

Johanna Kodoatie acknowledged Townsville City Council on their Cert I Conservation and Land Management (CALM) traineeship opportunities, and promoted migrants within the Townsville Multicultural Support Group that are eager for job opportunities.

The Committee discussed their support to investigate volunteer opportunities within their business. Councillor C Doyle suggested understanding the skill set and career desires of migrants to determine the best fit in volunteering/ job opportunities.

Item 4. Continuation to Ignite the ICAC Action Plan

The Meeting Facilitator advised the Committee of the two abovementioned action items to be returned to the June 2018 ICAC meeting within a workshop style.

The Chair, Councillor C Doyle closed the meeting at 11.03am.

Next meeting – Monday 4 June 2018

Agenda items due – Monday 7 May 2018

Venue – Townsville Stadium, Murray Lyons Crescent, Annandale (Murray Sports Complex), First Floor- Skyboxes 4&5

**COUNCILLOR C DOYLE
CHAIR**

Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 1 of 8

Inclusive Community Advisory Committee (ICAC) - Agenda Submissions and Meeting Action Register - 2016 2020 Term							
Agenda Notification OR Meeting Action	Topic/Title	In less than 200 words (dot point preferred), provide a brief description of the topic you would like discussed by the Inclusive Communities Advisory Committee.	In less than 100 words (dot point preferred), outline how you would like the topic to be resolved or supported by the Inclusive Community Advisory Committee.	Action to Submission	Action to Occur	By Whom	Link to ICAC Action Plan
1 Carry-Over past term: Agenda Notification	Lighting in Laneways/Bikepaths	Repair or Replace lighting in Laneways and Bikepaths to assist in the reduction of possible crime, graffiti attacks, substance abuse, possibility of personal injury by falling over etc. Also assist in public safety with bikes and walkers in darkened areas around Floss River	Lighting repaired Additional Lighting provided	Included on February 2013 ICAC agenda	11/2/2013 spoke with Wayne Freedy - identified spots - Weir to Nathan St & lane behind KingPin. Matter to be managed as operational - Safety Assessment Audit Framework process. 11/2/2013 allocated Community Planning & Development Officer for 2012/2013 financial year action; MARCH 2013 UPDATE all community safety assessments on hold until further notice by Council. December 2014 - ICAC Chair to follow up with Councils Infrastructure - no outcome achieved. 4/6/15 ICAC Facilitator to contact Council's Security Officer re: strategies employed since 2013 e.g. CCTV. 06 Dec 2016 taken through ICAC and item handed over to CSAC committee for investigation (outside this committee's TOR).	ICAC chairperson	
2 Carry-Over past term: Meeting Action 19/02/15	Invitees for the April 2015 ICAC meeting	That representatives from NDIS be invited to the next ICAC Meeting (April 2015)	nil	nil	ICAC Meeting Facilitator to make contacts and forward on invitation. Did not occur for the April 2015; aim for the June 2015 meeting. 4/6/2015 - ICAC Chair suggested to keep this item on hold whilst ICAC Facilitator scopes further information. NDIS representatives invited to upcoming ICAC meeting mon 6 Feb 2017 to give presentation to new committee as requested at December 2016 ICAC meeting. - 6/2/2017 NDIS representatives attended the committee meeting and the members raised and discussed their experiences and issues. ICAC committee resolved for item to be further actioned with a new working group to be actioned as part of a new item below.	ICAC Meeting Facilitator	
3 Carry-Over past term: Agenda Notification -	1. Poster Boards CBD 2. NFP using the big TV screen to advertise.	Item 1. Can the Council place around the CBD and suburbs Public Notice boards for posters and flyers. We want people to come to the city but there is no where to put posters and advertise events. Item 2. Can not-for-profit groups use the big TV screen to advertise events and activities?	"Is it possible? Obviously there is a cost. Can we start with the city? Full Throttle Theatre could monitor the Boards in the city and remove outdated posters and flyers, keep them looking tidy. "Sunday Markets are a great opportunity to advertise on the big TV. What is entailed in organising this? Who is in charge of it and can we make it happen? Full Throttle has been trying to get this happening for years and we always hit a dead end.	Operational - referral to internal TCC. 1. Marketing and Communications 2. Venues	ICAC Meeting Facilitator to follow up with internal TCC referrals. Update 21 Dec 2017 ICAC Facilitator returned information through ICAC meeting on 6 Dec 2017. The committee want to find out more about the potential use of big screen and other existing advertising opportunities. ICAC facilitator has obtained instructions re use of big screen, potential to present to ICAC as a possible online events toolkit for not for profit community groups and individuals to utilise. Facilitator to take back through ICAC on 6 Feb 2017 to gauge interest and ideas. 8/12/2015 benching on community-led opportunities to occur in 2016 by the Community Planning & Development Unit. On agenda as part of the 'events toolkit' item for ICAC 6 Feb 2017. Update 2017 - events toolkit currently on hold.	ICAC Meeting Facilitator	3.3.2
4 Carry-Over past term: Agenda Notification	Beach Access Mats for Wheelchair Bound Persons	Request from Cr Eddiehausen to add item to agenda.	Agenda Item at October 2015 Meeting	October 2015 Meeting	Discussed and supported by ICAC members - no further action for ICAC. Matter being managed by Cr Eddiehausen and operational staff. Taken through ICAC again at Dec 2016 meeting. Committee resolved for item to be further actioned as part of new item 5 below.	ICAC Meeting Facilitator	1.1.1

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5	Agenda Notification OR Meeting Action	Beach Mats and supportive chairs, Strand Park	Request from community member re the implementation of a beach mat and supportive chairs at the stinger net at Strand Park next to Picnic Bay Surf Lifesavers. A similar project as the Gold Coast City Council and the Burleigh Heads Lifesaving Club to enable all abilities to swim in our ocean. Unlock the Lachs would like to assist with funding, coordination and consultation to ensure that special needs family in our local community are able to share happy memories of a day at our beautiful Strand together and embrace all abilities	Adopt a similar plan as outlined in Gold Coast City Council in their minutes of Meeting dated Thursday 9 June. To obtain quotes for beach mat and supportive chairs and consult with Picnic Bay Surf Lifesavers for the agreement to the plan. To obtain approval from Townsville City Council for all required permits etc.	Agenda item at 6 Dec 2016 meeting. Guest presentation by Cayley Downey Unlock the Lachs.	Supported by ICAC members. Working group to be established. 4/12/2017 - Members requested an update on the status of the Beach Mats and confirmation that they will be ready and in place prior to the Commonwealth Games in 2018. ICAC Meeting Facilitator to obtain internal update and return information to the committee by email. February 2018 meeting - Update on project provided by TCC Infrastructure & Operations Division - see meeting minutes. Next step - TCC Infrastructure & Operations to arrange product user-testing opportunities. April 2018 update - Product user testing occurred 19/4/2018.	ICAC Meeting Facilitator	1.11
6	Agenda Notification	Promoting well-being - body, mind, spirit, people, place and planet	Request from committee member for the 'Wheel of Wellbeing' to be used to teach simple techniques for promoting people's wellbeing by focussing on six areas - body, mind, spirit, people, place and planet. It provides a direct approach to promoting mental health and wellbeing through positive action.	Could be a potential project for ICAC to support as a great way to promote community wellbeing	Agenda item at 6 Dec 2016 meeting. Guest presentation about topic by Alison Fairleigh, Townsville Suicide Prevention Network. Also TCC sport and rec team provided an overview of sport and rec initiatives already occurring that are aimed to improve community health and	Supported by ICAC members, the links that relate to the 'Wheel of Wellbeing' to be forwarded to the committee members AND the committee consider how this wheel of wellbeing initiative can be further promoted. 2018 - Revisit opportunity and connection with originator.	ICAC Meeting Facilitator	3.3.1
7	Agenda Notification	Crime Issues and Improving community Health and Wellbeing	1. Reduce crime rate in Townsville. Much talk about people moving interstate due to high crime and high unemployment in Townsville. 2. Focus on health and wellbeing (bought up at orientation) - many areas overseas, streets are closed to encourage everyone to walk, young and old (at least once a month and increase gradually).	1. Reopen Boot Camp - link youth (previously closed due to change of government). Promote neighbourhood watch - develop posters and send to all householders. Encourage family street parties - celebrate multicultural events each month. Break down barriers - empower/motivate youth - provide tasks, take ownership. Connect with Local MP to take this up further. 2. for Health and Wellbeing - good to experiment - street has to be wide, one way, bikes on one side and walkers on the other.	Agenda item at 6 Dec 2016 Meeting.	This item has been referred to CSAC as it related to crime, however the items for focusing on health and wellbeing and street activation will continue to be championed by ICAC members. This will link with Neighbour day and neighbourhood party kit rejuvenation and events toolkit to support community events. Activation links to committee recommendation made 6 Feb 2017 for funding for neighbourhood events (refer meeting recommendations). 2018 - Continue to connect with health, wellbeing and street activation element in considerations of Priority Area 3 of the ICAC Action Plan.	ICAC Meeting Facilitator	3.1.1 3.1.2 3.1.3
8	Agenda Notification	Crime Reduction through community service initiatives	Request from Community member: Qld Corrective Services supervises persons throughout Qld who are ordered by the courts to perform unpaid community service and are on reparation orders. Corrective Services would like to discuss with council where they stand in supporting the provision of community service workers with community based projects that council manage across the region. Offenders who are on reparation orders can be a great asset in providing the local community with various benefits ie. parks/gardens beautification, cemetery beautification, graffiti removal, recycling projects to name a few. Research suggests that more meaningful projects that demonstrate key benefits for the community can lead to a reduction in recidivism and completion of community service hours are more likely. Probation and parole are committed to sourcing more meaningful activities for the offenders and giving back to community as part of their reparation.	Support for the provision of community service workers within the council. Dedicated projects specifically designated for community service workers on reparation orders. Opportunities for offenders to give back to community in a positive way.	Agenda item at 6 Dec 2016 meeting.	Agreed by committee members that council should investigate opportunities for unpaid community service workers to be utilised on Council projects. Recommendation written into report for CCD in Feb.	ICAC Meeting Facilitator	

Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 3 of 8

9	Agenda Notification	Employment Opportunities for persons with disability	Needs to be awareness around lack of employment opportunities for persons with disability. Should there be a conference for the business community. My response to this was that the business community don't have the time to spend all day at a conference, but possibly something short and to the point could be useful. Since the disability conference, I have been thinking about this question quite a bit. An idea I had was to have breakfast meetings and invite various business members to come along and hear about how they could be part of something exciting, pioneering, for the Townsville community. I feel it could be very helpful to have a number of Emma's clients come and speak about their involvement with Emma and how they as a business have benefited. I am wondering if this is a good idea, and any other suggestions to make?	Open to ideas from the committee.	Included on Feb 6 2017 ICAC Agenda, rolled over to 4 April 2017 meeting.	A working group to form to start the discussion and organisation on a pilot program for a breakfast to educate and discuss employment opportunities with local businesses.	ICAC Meeting Facilitator	
10	Agenda Notification	Events toolkit	CP&D Officers have identified a need for an easily accessible events toolkit to help community plan, develop and deliver local community led events in council's public spaces. A toolkit/information is required that is up to date and easily accessible, to assist groups to run good events that achieve their desired purpose.	Does the ICAC support the idea of such a toolkit and do they have any suggestions on things that it should include or on how it should look. Would the committee like to be kept involved if a toolkit is approved to be developed.	To be included on upcoming agenda.	Held over for further discussion for the next committee meeting. - Councillor M Ryder advised Townsville Enterprise will have an Events toolkit available on their public website within 2 weeks. Councillor C Doyle reminded the committee that Council's 'What's On Townsville' webpage can also be used to promote events. 2018 - identification of existing Events Toolkits to be explored and provided to ICAC members. February 2018 meeting - Events toolkit – Cr Ryder confirmed that there is an existing Events Toolkit available at Townsville Enterprise Website. Action: Meeting Facilitator to circulate link to the Townsville Enterprise – Events Toolkit information.	ICAC Meeting Facilitator	
11	Agenda Notification	Reaffirmation as Townsville as a Refugee Welcome Zone (TMSG)	July 2009: Townsville City Council declared itself a Refugee Welcome Zone at a public ceremony. 2017 - Reaffirmation by the council highlights the significant development of Refugee Settlement in Townsville since 2009. Townsville is now welcoming more than 200 Refugees annually. The support of the council, local community and local services has been integral to that progress. TMSG as the lead settlement service has been responsible for coordinating support across the city. Reaffirmation provides an opportunity for the council to be a role model of a city where people who seek refuge from war and who seek a life of hope and peace are welcomed. Reaffirmation can assist in raising the profile of Townsville as a city and attract due recognition from peak bodies and governments as a regional service that demonstrates collaborative efforts supported by the Council. Reaffirmation by the Council in line with TMSG's 25 years of service celebration can influence an increased profile needed in business to engage with newly arrived people in their desire for sustainable employment. Reaffirmation by the City during Refugee Week (18-25 June 2017) could bring national attention to the city.	Presentation by TMSG followed by Discussion. Facilitation of due protocols and discussions with and participation with Indigenous Leaders re the request. Recommendation of support by ICAC to the council. Indication of offers by ICAC members to recommend and support a public event in partnership with TCC during Refugee Week which will feature 'good news stories' by locally settled people.	To be included on April agenda (held over due to being out of time on Feb meeting).	Council Doyle to investigate a suitable time to present the reaffirmation of Townsville as a Refugee Welcome Zone	Chair	4.1.1

Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 4 of 8

12	Agenda Notification	Social connectedness, Engagement and economic participation of refugees and migrants: facts and challenges (TMSG)	To promote CAMS program and require support to achieve the objectives and work plan - social connectedness, engagement and economic participation of Australia, Queensland and Townsville as a Multicultural Society. Work plan of CAMS program: 1. Improving opportunities for CALD women to connect with each other and mainstream community groups. 2 Facilitating knowledge re CALD economic livelihoods (service community development focus) 3. Social connection through conversation (enabling development of English Conversational opportunities for CALD people are unable to make necessary social connections due to pre arrival experiences, lack of confidence and english literacy. 4 Facilitating connections between mainstream services, community groups and CALD groups in line with the vision of a multicultural society. TMSG roles in promoting the notions. Facts and Challenges. Testimonial from one CALD member. How ICAC is able to assist, facilitate and accelerate the CAMS program in particular for improving the CALD social connectedness, social engagement and economic participation?	To identify and map with ICAC community groups enabling to offer friendship in a supportive atmosphere to the CALD with limited English speaking skills; to provide supports in relation to facilitating the CALD in developing their life skills such as gardening, cooking, sewing/handicraft, cleaning, music/art and storytelling to be their potential pop up businesses; to encourage the CALD in participating in any activities organised by Council as well as ICAC meetings (at least as an observer capacity); to share information directly with the CALD by attending activities organised by TMSG, if possible	Included on Agenda 6.2.17	The ICAC Meeting Facilitator forward information on the CAMS Program activities to the committee members.	ICAC Meeting Facilitator	4.1.1
13	Agenda Notification	Neighbour Day and Neighbourhood Party Kit	TCC CP&D Officer discuss with ICAC about upcoming Neighbour Day 'friendliest neighbour competition' promotional event. Neighbour Day is Australia's annual celebration of community, bringing together the people next door, across the street or on the next farm for a beer, a barbie, or just a cuppa. Held on the last Sunday in March each year. The TCC Neighbourhood party kit has been identified as a complimentary project and is a natural fit with Neighbour Day initiative. Therefore we would like to invite the Chair and members of ICAC to be part of the promotional event planned for March 3rd 2017. In particular to promote and reactivate the Neighbourhood Party Kit. This promotional event will include Relationships Australia and other very neighbourly organisations (such as Conservation Volunteers, Life Without Barriers - Casserole Club) and community groups running Neighbour Day activities as an opportunity to promote their activities.	Community Planning and Development (CP&D) presented consideration to the ICAC Chair and members of ICAC to discuss the opportunity to piggy-back onto the Neighbour Day promotional event and be involved in the reactivation of the Neighbour Party Kit. CP&D invite the chair of ICAC to announce the winners of the 'friendliest neighbour competition' on March 3rd and for ICAC members to join in. Event Name: Neighbour Day - Friendliest Neighbourhood Competition Presentation Event. Event time and Date Friday 3rd March 2017 (tentative). Location: Bulletin Square, Flinders Street, Townsville CBD, Time 10am to 12pm (presentation 10.30am).	agena item 6/2/2017.	ICAC facilitator sent out an email with the link to the Neighbourhood Party Kit and asked for feedback on the kit and for organisations to promote the event. A committee recommendation was put forward by the group with will be listed below as a new item 18.	ICAC Meet Facilitator	3.2.1
14	Agenda Notification	Short Story Competition	Idea for a Townsville Short Story Competition. For different age groups and abilities? Maximum 2000 words? Each story, fiction, non-fiction, must encapsulate the inclusive aspects of Townsville, prize to be won, work to be spread via social media etc, everyone to be included, highlights the community perception of inclusivity here in Townsville.	I would like to hear a discussion on the viability of a competition like this and decide if this is something we could run this year.	To be included on upcoming April 2017	Working group to be established in collaboration with the potential oral history project agenda item to seek intrests from school to be involved. 2017 - Conversations have commenced with an intrested school.	ICAC Meeting Facilitator	2.4
15	Agenda Notification	Potential Oral History Project	ICAC could be a vehicle to promote a cross-generational story-telling/oral history project. Would a large project involving various individuals and community groups and community volunteers. The goal of the project would be to create inclusion through sharing life histories and local history/stories.	Ideas sought from committee about the potential of this project. Seek support for ICAC to be part of a potential community led working group. Would be a community led project, could be eligible for support through TCC's grants program (on application) or other grant funding opportunities.	To be included on upcoming agenda April 2017	Working group to be established in collaboration with the potential short story project agenda item to seek intrests from school to be involved. 2017 - conversation with identified school has commenced. 2018 - Aboriginal and Torres Strait Islander Oral History Project connected to Councils Community Groups Built to Last - Yarnin on Common Ground work. Reconsideration of approach - connecting to ICAC AP 2.4 Generation connection	ICAC Meeting Facilitator	2.4

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16	Agenda Notification	TCC to become White Ribbon Workplace Accredited	I would like to see Townsville City Council become White Ribbon Workplace Accredited	I would like this item to be approved so that the White Ribbon Workplace Accreditation Process can start as it will take at least 2 years for the process to be completed. Therefore at this meeting I would like to see a time frame put in place to start this process with certain goals reached along the way to ensure we are on point	To be included on upcoming agenda date TBC	To do some further investigations on what it entails to become apart of the organisation and to organise a speaker from White Ribbon to come and talk to the group.	Cr Cook	4.15
17	Meeting Action	NDIS workshop	Main issues raised by Committee faced while dealing with NDIS	A collaborative working group to hold a workshop with suitable NDIS representatives and interested ICAC members	To be organised in March	To collate a list of issues and restrictions that ICAC members are experiencing with NDIS and facilitate a workshop to find pathways to overcome the main issues.	ICAC Meeting Facilitator	
18	Committee Recommendation for council	TCC to provide funding for auspiced neighbourhood parties.	To be discussed at the next Council meeting.	Council to consider funding within the 2017/18 budget for council auspiced neighbourhood parties.	To be added to the report to Council as an Officers recommendation.	Council to discuss the consideration to providing funding within 2017/18 budget for council auspiced neighbourhood parties	ICAC Meeting Facilitator	
19	Meeting Action	Queensland Building Plan consultation session	distribute the Queensland Building Plan consultation session and survey information to the committee members			Email Queensland Building Plan to committee members and for committee members to provide input.	ICAC Meeting Facilitator	1.13
20	Meeting Action	Group Share Point	Facilitator to investigate setting up a group share point such as Google Group to allow committee members to share information in between meetings	a group share point is established for ICAC		to investigate setting up a group share point such as Google Group to allow committee members to share information in between meetings February 2018 meeting - Action: Meeting Facilitator to investigate.	ICAC Meeting Facilitator	
21	Agenda Notification	Deaf Services Queensland	The Youth Network has been doing work with Deaf Services Queensland over the last 3 years to make sure that our youth activities are accessible for the Deaf and Hard of Hearing community. To have a representative from Deaf Services Queensland to come to the next meeting and present thw work they do and how we can move forward collaboratively on this issue.	I would like to see a working group set up our of ICAC to see how your activities are accessible for the Deaf and Hard of Hearing community can happen across all community events in townsville.	To be included on upcoming adenga 4/6/2017	Recommendation was sent to Council to consider and was approved to investigate the options of including a more Deaf inclusive service at Council events	ICAC Meeting Facilitator	
22	Agenda Notification	The Village Community Centre	At The Village in Oonoonba we have an 1800m2 building that will be purchased and converted into a community facility. We are running a series of community consultations over the coming months culminating in an Open Day in July. We are seeking input from individuals, organisations and businesses regarding the scope of services and activities that can be offered from this space ensuring it is considerate and inclusive of the local community needs.	* Site visits scheduled by individuals to showcase the space and its possibilities		Information to be sent out to the committee members and members encouraged to go to the open day and partake in an inspection of the building.	ICAC Meeting Facilitator	
23	Agenda Notification	Accessibility in Townsville	-Council recognises accessibility as a priority problem in Townsville and is seeking assistance from ICAC to develop a collaborative response to this issue	Nominations from ICAC to form part of the working group. -Advice regarding additional working group membership from external organisations. -Advice regarding what the scope of the working group should be.		Working groups to be established and committee to include accessibility on the ICAC Action Plan	ICAC Meeting Facilitator	1.1
24	Agenda Notification	White Ribbon Accrediation	White Ribbon representative from Brisbane to address Committee to outline WR Work Place Accreditation process followed by Q & A from members.	At conclusion and after further discussion I would like to know if committee is willing to support process or not.	Held over till August meeting		Cr Cook	4.15

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25	Agenda Notification	Townsville Sign	Sign to be placed in a prominent location in Townsville. Grant from the Commonwealth Games, 10 letters to represent different communities in Townsville	Looking to have suggestions for which 10 groups best collectively describe "Townsville". Groups must be overarching/holistic (ie "Sporting" as opposed to "The Cowboys", "Defence" as opposed to "The 3RAR")		Committee gave suggested groups for the letters of the signs and suggest contact persons for each community group to represent.	TCC - HUPU	1.1.4
26	Agenda Notification	Race youth Revolution Community Engagement	To come to ICAC to discuss the upcoming event and opportunities for the group to participate.			information to be sent out to the committee	ICAC Meeting Facilitator	
27	Agenda Notification	Townsville City Bus Hub	Council to come and talk about the upcoming project and any opportunities the group has to get involved and give feedback		Held over to August meeting		ICAC Meeting Facilitator	1.1.4
28	Meeting Action	Race youth Revolution Community Engagement	To send around contact details for Sarah Staunton to the members and circulate Race Youth Revolution flyer.			Facilitator to send around Contact details to the committee	ICAC Meeting Facilitator	
29	Meeting Action	The Village Community Centre	To circulate The Village Flyer and powerpoint presentation to members.			Facilitator to send around The Village Flyer and powerpoint to the committee	ICAC Meeting Facilitator	
30	Meeting Action	Accessibility in Townsville	That the Committee consider including accessibility as a priority action on the ICAC action plan; and That the Committee consider creating a working group that can help identify the gaps in our community that Council can fill			The Committee agreed to include accessibility as a priority action on the ICAC Action Plan. That ICAC Meeting Facilitator to email the Committee the details for the working group to allow Committee members to consider their interest in being a part of the working group	All comitee members	1.1
31	Meeting Action	NDIS - Changing Lives, Changing Communities	Update on the latest NDIS workshop			Facilitator to send around the update as time did not permit to give an update.	ICAC Meeting Facilitator	
32	Agenda Notification	wheelchair accessibility on Flinders street	Majority of pubs and Shops in Townsville City and Flinders st specifically, are not wheelchair accessible. Discriminates against anyone who has an electric chair, or chair to big to handle the steps, in most cases this is just one step		Topic to be adressed outside of the ICAC forum and redirected to appropriate department as it is a legislative planning matter.		ICAC Meeting Facilitator	
33	Meeting Action 11/08/17	Townsville City Bus Hub	Invite project team back to present an update at the next ICAC meeting.			Invite project team back to present an update at the next ICAC meeting. Rob Kent, Senior Project Manager, Major Projects, invited to give update at ICAC meeting 6 October 2017	ICAC Meeting Facilitator	1.1.4
34	Meeting Action 11/08/17	White Ribbon Accreditation	Recommendation be put to Council to consider and investigate becoming White Ribbon Accredited Workplace			Recommendation be put to Council to consider and investigate becoming White Ribbon Accredited Workplace. Recommendation included in Report of ICAC Meeting 11 August 2017 going up to Community and Cultural Development Committee in October 2017.	ICAC Meeting Facilitator	4.1.4 4.1.5

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35	Meeting Action 06/10/17	Festival 2018 - Commonwealth Games Arts Festival	Chair recommended that General Manager Venues and Cultural Services, Jeff Jimmieson be invited to present on the Festival 2018 - Commonwealth Games Arts Program at the next ICAC Meeting. The Chair noted that information could be provided prior to allow the committee to provide feedback.			General Manager Venues and Cultural Services, Jeff Jimmieson be invited to present on the Commonwealth Games 2018 at the next ICAC Meeting 4 December 2017. Postponed until early 2018 however ICAC Members to be invited to public briefings in December 2017.	ICAC Meeting Facilitator	
36	Meeting Action 06/10/17	Townsville City Bus Hub	That the Inclusive Community Advisory Committee and the Arts and Culture Advisory Committee be included as key stakeholders in the engagement process for the Bus Hub development.			Rob Kent, Senior Manager, Major Projects has accepted this recommendation. He will keep the ICAC members informed about the consultation process via the ICAC Facilitator.	ICAC Meeting Facilitator	1.1.4
37	Meeting Action 06/10/17	Townsville City Bus Hub	The Chair recommended that Rob Kent, Senior Manager, Major Projects engage in communication with the Chamber of Commerce in relation to the Bus Hub. Kimberley Williams, ICAC Member is a Board Member of the Chamber of Commerce.			ICAC Facilitator will provide Kimberley Williams' contact details to Rob Kent.	ICAC Meeting Facilitator	1.1.4
38	Meeting Action 04/12/2017	Silver Level Housing standards project	COMMITTEE RECOMMENDATION FOR COUNCIL'S CONSIDERATION: 1. ICAC Committee recommends that Council work collaboratively with Martin Locke and others within the building industry as part of collaboration (not a legislation project) to promote and introduce Silver Level Housing standards to the broader community. 2. ICAC Committee recommends that Council consider and investigate how to embed and encourage principles of Silver Level Housing standards within Council planning and development processes.	Recommendation for consideration to Council	noted in minutes	Closed - progress and updates to be tracked against the ICAC Action Plan. submitted to February 2018 Community and Cultural Development standing committee. February 2018 - endorsed at the February 2018 Full Council meeting. Update - Committee recommendation for Council's consideration #1 Partnership discussion with Martin underway; Update - Committee recommendation for Council's consideration #2 - Internal Council discussions underway .	ICAC Meeting Facilitator	1.5
39	Meeting Action 04/12/2017	Inclusive Community membership invitation	COMMITTEE RECOMMENDATION FOR COUNCIL'S CONSIDERATION: 3. ICAC Committee seeks Council's endorsement for Martin Locke to be invited to join the Inclusive Advisory Committee for the remainder of the current term of membership.	Recommendation for consideration to Council	noted in minutes	submitted to February 2018 Community and Cultural Development standing committee	ICAC Meeting Facilitator	
40	Flyer Minute Action 6/12/2017	Inclusive Community membership invitation	COMMITTEE RECOMMENDATION FOR COUNCIL'S CONSIDERATION: 4. ICAC Committee seeks Council's endorsement for Carley Downey from Unlock the Lachs to be invited to join the Inclusive Advisory Committee for the remainder of the current term of membership.	Recommendation for consideration to Council	noted in minutes	submitted to February 2018 Community and Cultural Development standing committee	ICAC Meeting Facilitator	
41	Meeting Action 04/12/2017	CBD Boundaries	Members sort clarification on CBD Boundaries	To support informing ICAC Action Plan deliverables	request noted	Information to be sourced and provided to ICAC members via email	ICAC Meeting Facilitator	
42	Meeting Action 04/12/2017	Accessible connectivity	Members requested clarification as to extent of accessibility assessment conducted for connectivity approaches within Council Priority Development Area	To support informing ICAC Action Plan deliverables	request noted	Information to be sourced and provided to ICAC members. 2018 - to form part of information and consideration associated with User Experience Audit project.	ICAC Meeting Facilitator	1.1.5
43	Meeting Action 04/12/2017	Harmony Day funding 2018 (Federal funding)	Members requested information as to the outcome of Federal Funding for Harmony Day 2018	To support informing ICAC Action Plan deliverables	request noted	Information to be sourced and provided to ICAC members via email	ICAC Meeting Facilitator	

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44	Meeting Action 04/12/2017	2018 Meeting format	Members suggested return of 'general business' section to meetings.	Provide opportunity for short updates relevant for sharing prior to next meeting but arose post agenda submission closing date	request noted	2018 - investigate opportunity for members to share information via a sharepoint or dropbox (virtual means), with a information table at each meeting (tangible means).	ICAC Meeting Facilitator	
45	Meeting Action 5/2/2018	Beach Mats powerpoint	Members requested circulation of the Powerpoint as part of the meeting minutes	Support information sharing	request noted	Attached PPT to February meeting minutes	ICAC Meeting Facilitator	
46	Meeting Action 5/2/2018	Location of Water Chairs	Members requested updated as to the location of the existing 2 Water Chairs		request noted		ICAC Meeting Facilitator	
47	Meeting Action 5/2/2018	ICAC Action Plan	Committee Recommendation for Council consideration: The Inclusive Community Advisory Committee seeks Councils endorsement of the Inclusive Community Advisory Committee Action Plan 2018-2020.	Endorsement by Council	noted in minutes	Agenda for Community & Cultural Development Advisory Committee. March Update - endorsed by Community & Cultural Development Advisory Committee. Waiting Full Council meeting.	ICAC Meeting Facilitator	
48	Meeting Action 5/2/2018	Pedestrian Wayfinding Strategy	Members requested copy of strategy as a means to provide information/support ICAC Action Plan - User Experience Audit project	Action: Meeting Facilitator to send out the Townsville Waterfront - Pedestrian Wayfinding Strategy	noted in minutes	Distribution of Wayfinding Strategy	ICAC Meeting Facilitator	1.1.5
49	Meeting Action 5/2/2018	CBD Economic Activation	Members interested to increase knowledge on economic activation approaches within the CBD	Action: Meeting Facilitator to invite Slade Muckray, Economic Activation Officer, Future Cities to future ICAC meeting in response to Committees interested to increase knowledge of economic activation approaches within the CBD.	noted in minutes	Arrange invitation to future meeting	ICAC Meeting Facilitator	
50	Meeting Action 5/2/2018	City Image Advisory Committee	Members interested to learn about the City Image Advisory Committee	Action: The ICAC Members showed interested and requested further information about the City Image Advisory Committee.	noted in minutes	Arrange information sharing opportunity 20/3/2018 - email invitation forwarded to City Image Advisory Committee Meeting Facilitator - RSVP received to attend June ICAC meeting	ICAC Meeting Facilitator	1
51	Meeting Action 5/2/2018	ICAC Membership	Thais Solana (Proxy for Shane Harrid from Volunteering North Queensland) requested to become an ICAC member as she can represent other organisations and committees.	Action: Meeting Facilitator will send out application information to Thais Solano.	noted in minutes	Arrange application form	ICAC Meeting Facilitator	
52	Meeting Action 5/2/2018	ICAC Membership	Kimberley Williams requested change of representing from KLP Family Law to Chamber of Commerce and Sera's Women's Shelter.	Action: Meeting Facilitator to confirm need for organization identified notification to endorse Kimberley's representation change.	noted in minutes	Arrange application form	ICAC Meeting Facilitator	
53	Meeting Action 5/2/2018	ICAC profile	Strengthen ICAC by raising the public profile of Advisory Committees on different forms of media.	Action: Deliverable within ICAC Action Plan, Meeting Facilitator in discussion with Public Affairs Team.	noted in minutes		ICAC Meeting Facilitator	4.2.2
54	Meeting Action 9/4/2018	Publications regarding physical accessibility	1.4.1 Support creation of publications that promote and inform the community about physical accessibility.	Action: Committee to research their individual organisational areas for publications that promote inclusive practices, and return information to the June 2018 ICAC meeting.	noted in minutes	Agenda for June 2018 ICAC meeting	ICAC members	1.4.1
55	Meeting Action 9/4/2018	Literacy and Numeracy	1.2.1 Increase understanding as to the needs of Townsville's non-English speaking background community in accessing literacy, numeracy and English as a second language learning to determine potential opportunities of support.	Action: Committee to consider the above points of discussion in relation to improving access to literacy, numeracy and English as a second language programs, and return ideas for collaboration at the June 2018 ICAC meeting.	noted in minutes	Agenda for June 2018 ICAC meeting	ICAC members	1.2.1