



# **INCLUSIVE COMMUNITY ADVISORY COMMITTEE REPORT**

THURSDAY 20 AUGUST 2015 AT 9.20AM

TOWNSVILLE PCYC, WELLINGTON STREET, AITKENVALE

## Advisory Committee Members >>

Committee Chair	Councillor Colleen Doyle Townsville City Council
Councillor Suzanne Blom	Townsville City Council
Councillor Gary Eddiehausen	Townsville City Council
Anita Berry	Volunteering North Queensland
Anne Franzmann	Anti-Discrimination Commission Queensland
Evol Keane	North Townsville Community Hub
Gil Napper	Townsville PCYC
Grant Allot	Townsville Mackay Medicare Local
Julie Fraser	Diversicare
Lynnette Derry	Community Representative
Lorna Hempstead	Magnetic Island Community Development Association
Madge Sceriha	TRCOTA
Margaret Phillips	Community Representative
Pam Spelling	Centacare Townsville
Patrick Sheehan	Townsville Hospital & Health Service
Rachel Baker	Defence Community Organisation
Rev. Bruce Cornish	Townsville Combined Churches
Robert Cedar	DATSIP - Department of Aboriginal and Torres Strait Islander Partnerships
Robyn Green	NQ Training & Community Centre
Robyn Moore	CORES - Community Response to Eliminating Suicide & Grand Families Townsville
Scott Stidston	Spinal Injuries Australia Nth Qld
Sheila Hawthorn	Townsville Multicultural Support Group Inc
Susan Wilkinson	ISANQ - Inclusion Support Agency - FNQ
Teneale Grigg	Community Information Centre Townsville Inc
Wayne Preedy	Emergency Management Queensland
Wendy Lang	Queensland Youth Services
Non-member ICAC Support role:	
Meeting Facilitator	Melissa Varnes (Community Planning and Development) Townsville City Council

## ACKNOWLEDGEMENT OF COUNTRY

The Townsville City Council would like to acknowledge the Bindal and 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 Strategies of Townsville City Council >>

### Corporate Plan >>

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#### Goal 1 - Economic Sustainability. A robust, diverse and sustainable economy

The outcomes we want to achieve:

**A robust, prosperous economy which provides opportunities for business and investment.**

- 1.1 Promote investment and assist the development of emergent industries and businesses.
- 1.2 Engage with regional, state and national stakeholders in the creation of a strong and resilient economy.
- 1.3 Increase the city's profile through marketing initiatives, the delivery of festivals and events and support for other community based activities.
- 1.4 Promote the city's distinctive physical character and strong sense of place and identity.

**An integrated approach to long term planning which supports a growing city.**

- 1.5 Develop an integrated approach to the long term provision of infrastructure.
- 1.6 Undertake city and regional planning to reflect the aspirations of the community and create an attractive place to live, work and visit.

**Infrastructure that meets community needs.**

- 1.7 Provide and maintain timely and sustainable infrastructure.
- 1.8 Provide asset management practices which reflect the community's expectations regarding service levels and its ability to pay.

#### Goal 2 - Environmental Sustainability. Our environment is valued, protected and healthy

The outcomes we want to achieve:

**Effective management and protection of our natural and built environment through sustainable growth and development.**

- 2.1 Provide strategic and integrated planning and policy development to sustain our environment.
  - 2.2 Effective management, protection and conservation of our natural environment.
  - 2.3 Preserve and protect places of natural and heritage significance.
- Demonstrated environmental leadership.**
- 2.4 Develop and implement an Integrated Water Management Strategy.
  - 2.5 Develop and implement innovative waste management and recycling strategies.
  - 2.6 Minimise greenhouse gas emissions from council's infrastructure, operations and services through sustainable energy practices.
  - 2.7 Partner with the community and industry stakeholders to develop and promote environmental protection and sustainability initiatives.
  - 2.8 Develop and implement environmental compliance programs and promote community awareness.
- Climatic effects on our community, natural and built environment are minimised.**
- 2.9 Mitigate and communicate the risks and effects of climate change.

#### Goal 3 - Social Sustainability - Enhancement of opportunities for social engagement and wellbeing

The outcomes we want to achieve:

**A safe and healthy community.**

- 3.1 Improve the safety and well-being of the community through the management of public health risks.
- 3.2 Plan for and provide active and healthy lifestyle opportunities.
- 3.3 Coordinate council's response to natural disasters to minimise the effects on the community.

**A cohesive and self reliant community.**

- 3.4 Foster the development of the city as a learning community.
- 3.5 Encourage and facilitate the participation and integration of residents into the community.
- 3.6 Strengthen community networks to collaboratively deliver community services.

**A community with access to services and facilities.**

- 3.7 Plan for community facilities and services to meet the community's current and future needs.
- 3.8 Provide community services and facilities to meet the needs of the community.
- 3.9 Provide community support services to meet the needs of the community.

**A creative community.**

- 3.10 Facilitate and showcase artistic learning and expression through performances, exhibitions, activities and programs.
- 3.11 Support community participation in cultural activities, programs and events.

#### Goal 4 - Responsible Governance - Responsible leadership where decisions are made in a considered and transparent manner

The outcomes we want to achieve:

**Transparent and accountable local government.**

- 4.1 Develop and implement council's Corporate Governance Framework to ensure strategic planning, compliance with all legislation, policies, Codes of Practice and Standards.
- 4.2 Implement robust risk management strategies.
- 4.3 Encourage community participation and ensure that the community is informed and educated about matters that impact their lives.

**A competent, productive and contributing workforce.**

- 4.4 Foster a culture of employee health, safety and well-being.
- 4.5 Implement human resource strategies to become an employer of choice.
- 4.6 Foster diversity, merit and equity, reward and recognition in the workplace.

**Excellence in customer service delivery and organisational management.**

- 4.7 Provide responsive and efficient systems to enable the delivery of council services.
- 4.8 Establish and manage long term financial planning to ensure the future sustainability of council.

## **Inclusive Community Advisory Committee**

### Purpose - as per ICAC Terms of Reference

The Inclusive Community Advisory Committee (ICAC) has been established to provide advice to Council on current and emerging issues and policy matters within the Townsville Community.

The Inclusive Community Advisory Committee (ICAC) has an interest in promoting and encouraging an inclusive community and advocating for equity of access. These objectives are in keeping with the goals of the Community Strategic Action Plans, Townsville City Council Operational Plan (Social Sustainability - Enhancement of opportunities for social engagement and opportunities) and the Townsville Community Plan 2011-2021 'Leading, Creating, Connecting: Shaping a place to be proud' ('Strong, Connected Community').

The Inclusive Community Advisory Committee has been established in accordance with section 62 of the Local Government (Operations) Regulation 2010 ("the Regulation").

Responsibility of the Inclusive Community Advisory Committee is to:

- Connect with the community and services as a key communication link between community members/groups and Townsville City Council, to ensure that the wider community's needs are being represented across a range of topic areas such as People with a Disability; Women; Families; Youth; Culturally and Linguistically Diverse; Senior's and remote communities.
- To promote equity of access and an inclusive community across Townsville city.

The role of the Inclusive Community Advisory Committee is to:

- Monitor the implementation of the Townsville City Council's Strategic Action Plans (previously listed), and receive regular progress reports from Townsville City Council on the Strategic Action Plans on a quarterly-basis.
- To provide comment and information regarding the planning and provision of services, identified service gaps, facilities and programs to create an inclusive community and promote equity of access.
- Advocate for identified needs of the Townsville community at Local, State and Commonwealth levels.
- To provide advice to Council with regards to current and emerging issues and policy matters within the Townsville community.

Role of the Inclusive Community members is to:

- Be a conduit for information collection and dissemination between ICAC and the community.
- Actively participate within projects and initiatives identified by ICAC and meeting agenda items.
- Advise and provide input and information on emerging issues and policy matters within the community.
- Identify and nominate agenda items to ICAC meetings.
- Advocate on behalf of relevant community sector.
- Promote an inclusive community.
- Provide a collective action approach to the ICAC.

### 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 Coordinator Community Planning & Development 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                        Thursday 20 August 2015 at 9.20am****ITEMS                      1 to 5**

<b>PRESENT</b>	Councillor Colleen Doyle Councillor Gary Eddiehausen Gil Napper Julie Fraser Toni McGregor  Lynnette Derry  Madge Sceriha Sherren Bampton  Sheila Hawthorn Susan Wilkinson Jessica Cook  Melissa Varnes	Committee Chair, Townsville City Council Townsville City Council  Townsville PCYC Diversicare Proxy for Anne Franzmann, Anti-Discrimination Commission Queensland NQ Autism Support Group and the Challenge Games TRCOTA Proxy for Patrick Sheehan, Townsville Hospital and Health Services Townsville Multicultural Support Group Inc ISANQ - Inclusion Support Agency - FNQ Proxy for Teneale Grigg, Community Information Centre Townsville Inc Meeting Facilitator (Community Planning and Development), Townsville City Council
<b>GUESTS</b>	Gavin Hammond Penny Claringbull Tracey McNee Orma Ringbery Jacqui Bisson	Townsville City Council Townsville City Council Alzheimer's Australia Townsville PCYC Uniting Care ASPIRE Program
<b>APOLOGIES</b>	Anita Berry Councillor Suzanne Blom Grant Allot Pam Spelling Scott Stidston Wayne Preedy	Volunteering North Queensland Townsville City Council Townsville Mackay Medicare Local Centacare Townsville Spinal Injuries Australia Nth Qld Emergency Management Queensland
<b>NOT PRESENT</b>	Evol Keane Lorna Hempstead  Margaret Phillips Rachel Baker Rev. Bruce Cornish Robert Cedar  Robyn Green Robyn Moore  Wendy Lang	North Townsville Community Hub Magnetic Island Community Development Association  Defence Community Organisation Townsville Combined Churches Department of Aboriginal and Torres Strait Islander Partnerships NQ Training & Community Centre CORES - Community Response to Eliminating Suicide & Grand Families Townsville Queensland Youth Services

## **Opening of meeting**

The Chair, Councillor Colleen Doyle opened the meeting at 9.20am

## **Acknowledgement to Country**

The Chair, Councillor C Doyle acknowledged the traditional owners of the land the Wulgarukaba and the Bindal people and paid respect to the elders past, present and future.

## **Apologies and Leave of Absence**

Apologies were noted.

## **Resignations**

The Chair, Councillor C Doyle advised that she has received resignations from this committee from Pam Spelling and Grant Allot. Councillor Doyle acknowledged Pam's and Grant's contribution to the committee.

## **Introductions**

The Chair, Councillor C Doyle introduced Tracey McNee of Alzheimer's Australia, Jacqui Bisson of Uniting Care ASPIRE Program, Orma Ringbery, Project Coordinator, Townsville PCYC, Penny Claringbull of Townsville City Council, Gavin Hammond of Townsville City Council and Julie McTaggart of Townsville City Council.

## **Confirmation of minutes of previous meeting**

The committee confirmed the minutes of the previous meeting held on 18 June 2015 to be a true record.

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

See Attachment 1 – ICAC Agenda Submission and Meeting Action Register.

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

- Item 64. - Pensioner Transport Subsidy Scheme  
The ICAC Meeting Facilitator advised that council's Community Planning and Development Officer, Verity Bennet is currently reviewing the Pensioner Transport Subsidy Scheme. The stage of this review is meeting with stakeholders.
- Item 92. - Reconciliation Action Plan  
The ICAC Meeting Facilitator advised that council's Community Planning and Development Officer, Julie McTaggart will provide an update on the Reconciliation Action Plan at this meeting.
- Item 93. Yarn Bombing  
The ICAC Meeting Facilitator advised that the collection bins are set up and suggested the committee members make some pom poms during the meeting.
- Other. Media on Wicking Beds  
The ICAC Meeting Facilitator advised of the media (and tabled a media article) on the wicking bed installations at the new sub-acute care centre at the Townsville Hospital.

## Agenda Items

### Item 1. Universal Housing Design

The ICAC Meeting Facilitator referred to an email sent on 17 August 2015 from Scott Stidston advising of the following with regards to the Universal Housing Design:

The NDIS (funding 460,000 people with disability) combined with an increasing population statistic of ageing Australians wishing to age in place makes universal design housing essential from this moment on because the window of opportunity to provide for the increasing numbers will gradually close from 2020 on present indicators - and there is insufficient other accessible accommodation for these groups.

### Item 2. Townsville Disaster Management Framework

Gavin Hammond, council's Executive Manager Environmental Health provided a presentation on the Townsville Disaster Management Framework which included the following information:

- Gavin Hammond will be the new Local Disaster Coordinator;
- the whole idea is to prepare for disasters;
- the Executive Manager Environmental Health referred to the *Queensland Disaster Management Act 2003*, which was reviewed in October 2014, and advised that this *Act* is to help communities prepare and respond to disasters, fix the problem and outlines how this should occur;
- the *Act* outlines the need to set up a Local Disaster Management Group (LDMG) to manage and coordinate disaster business;
- the *Act* outlines the training framework and lists the composition of the LDMG (which includes a Coordinator, Chair and Deputy Chair);
- the LDMG is best informed and best placed to make decisions for the area; and
- the Executive Manager Environmental Health displayed a pyramid which highlighted how information flows from Local Government via the District and State groups to the Commonwealth Government with regards to resources needed, such as water, as a result of a disaster.

The Executive Manager Environmental Health requested the committee members to provide the presentation information to their organisations.

### Item 3. Community Learnscapes in Townsville

Penny Claringbull, Water Educator, Strategic Sustainability Programs Section provided a presentation which included information on community learnscapes in Townsville. The presentation included the following information

- Penny's role is around sustainability and environmental education;
- Penny extended an invitation to community groups to contact Penny (either by phone or email [penny.claringbull@townsville.qld.gov.au](mailto:penny.claringbull@townsville.qld.gov.au)) to organise a tour by council staff of the community learnscapes in Townsville (which includes the Rowes Bay Sustainability Centre, Riverway and sustainable buildings in the CBD). The tours can be tailored to the interests of the group taking the tour. A bus can be provided and it takes between 14 to 20 people;
- overview of what is a community learnscape and provided examples;
- council's Strategic Sustainability Programs Section works with residents to fill their knowledge on the natural landscapes of Townsville as well as energy and water conservation;
- water conservation is a key topic;
- overview of the sprinkler swap program; and
- if residents or groups wish to be informed about the Department's sustainability events, then they can sign up to the [sustainable@townsville.qld.gov.au](mailto:sustainable@townsville.qld.gov.au) mailing list for general information.

#### ICAC member action:

That the ICAC email contact list be forwarded to Penny Claringbull to allow Penny to include it on the [sustainable@townsville.qld.gov.au](mailto:sustainable@townsville.qld.gov.au) mailing list for the purpose of informing the ICAC members of upcoming activities / events (such as the sprinkler swap events).

### Item 4. Update on Reconciliation Action Plan

Julie McTaggart, council's Community Planning and Development Officer provided an update on the Reconciliation Action Plan which included the following:

- council is waiting on endorsement of the Reconciliation Action Plan by Reconciliation Australia;
- council has chosen the ICAC committee as one of the monitoring groups for the Reconciliation Action Plan;
- the two monitoring groups are ICAC and the Elders Yarnin Circle. Quarterly reports will be sent to these two groups and Julie requested the ICAC members to read the quarterly reports in depth and provide feedback;
- the Townsville City Council Reconciliation Action Plan 2015-2017 is an "innovate" RAP which builds on the first RAP for 2013-2014. The actions and deliverables describe the way that council will support and increase respect, build relationships and provide opportunities for Aboriginal and Torres Strait Islander peoples in support of reconciliation and closing the gap;
- examples of the building of opportunities include:
  - council's Procurement - Contracts Unit is increasing their awareness of Aboriginal and Torres Strait Islander businesses in Townsville and are looking at what stops Aboriginal and Torres Strait Islander businesses from tendering for council work;
  - the Community Development Section will be reviewing marketing and communication strategies to attract community grant applications to support Aboriginal and Torres Strait Islander community led initiatives;
  - Human Resources – People Performance will finalise the development and implementation of the Aboriginal and Torres Strait Islander Workforce Strategy;



- Julie advised of the recent recruitment process for the two Aboriginal and Torres Strait Islander trainees who have started in the Community Development Section;
- it will be “learning as we go” and continual improvement; and
- the ICAC members should receive a copy of the Reconciliation Action Plan very soon (following endorsement by Reconciliation Australia).

Julie suggested inviting Bernardine Symms, council's Diversity and Engagement Project Officer with Human Resources – People Performance to speak on the Aboriginal and Torres Strait Islander Workforce Strategy to ICAC.

## **Item 5. ICAC Evaluation / Open Discussion**

The ICAC Meeting Facilitator advised that she has been tasked to undertake an evaluation of the ICAC. The following questions were tabled at the meeting for the consideration of the ICAC members. The ICAC Meeting Facilitator requested that feedback from the ICAC members be provided to herself by the end of November/December 2015. The ICAC Meeting Facilitator will then assess the feedback and provide a report to council with recommendations.

### **ICAC Evaluation Questions – Current ICAC Members**

- 1. ICAC Terms of Reference – achievement of scope and objectives**
  - a) Did ICAC achieve its scope and objectives?
  - b) Do you believe that ICAC stayed on track?
  - c) If no, when did this change occur and was this a positive change?
- 2. ICAC Terms of Reference – achievement of roles and responsibilities**
  - a) Did ICAC progress as per the roles and responsibilities?
  - b) Do you believe this changed as ICAC progressed?
  - c) If yes, when did this change occur?
- 3. ICAC Terms of Reference – success of membership process (representation, appointment of members, term of membership, replacing vacating members)**
  - a) What parts of the ICAC membership process were successful?
  - b) Do you have any suggestions for improving the membership structure and/or membership processes of ICAC?
- 4. Submission of agenda items**
  - a) Did you submit an agenda item; if yes, how many were successful/not successful?
  - b) Was the process for submitting agenda items efficient and effective?
  - c) How could the agenda item submission process be improved?
- 5. Agenda items presented**
  - a) Did the agenda items presented at ICAC meetings reflect the scope and objectives of ICAC?
  - b) How could the identification and assessment of agenda items be improved?

**6. Hot Topics**

- a) What outcomes were achieved from the Hot Topics process?
- b) Were you involved in a Hot Topic Working Group?
- c) Was the process for identifying Hot Topics efficient and effective?
- d) How could the Hot Topics process be improved?

**7. ICAC Marketing and Communication Plan**

- a) What outcomes were achieved as a result of the ICAC Marketing and Communication Plan?
- b) What marketing and communication strategies were implemented to showcase ICAC to the community?
- c) How was ICAC promoted within your networks / organisations?
- d) What kind of marketing and communication strategies could raise the profile of ICAC within the Townsville community?

- 8.**
- a) How did ICAC improve / strengthen connections with the Townsville community?
  - b) How could ICAC improve / strengthen connections with the Townsville community?

**9.** What would be your two top reflections regarding your membership or involvement with ICAC

**10.** What successes would you like to see ICAC achieve in the future?

- 11.**
- a) Would you be interested in being a member of ICAC again?
  - b) What would maintain your commitment to ICAC membership?

**12.** Any other final comments you would like to make?

The ICAC members provided some feedback at the meeting.

**Next meeting – 22 October 2015**

**Agenda items due - 24 September 2015**

**Venue - Townsville PCYC, Wellington Street, Aitkenvale**

**COUNCILLOR C DOYLE  
CHAIR**

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

ICAC Agenda Submissions and Meeting Action Register - F:\Community Planning & Services\1 COMMUNITY PLANNING & ENGAGEMENT\2 ADVISORY COMMITTEE\2012 to 2016 Advisory Committees\ICAC Meetings							
Agenda Notification OR Meeting Action	Agenda item/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	Outcome
1 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 Ross River	Lighting repaired Additional Lighting provided	Included on February 2013 ICAC agenda	11/2 spoke with Wayne - identified spots - Weir to Nathan St & lane behind KingPin. Matter to be managed as operational - Safety Assessment Audit Framework process. 11/2 allocated to Donna Lucas 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. 4/6/15 ICAC Facilitator to contact Council's Security Officer (Paul Blackman) re: strategies employed since 2013 e.g. CCTV	ICAC chairperson	Progressing
2 Meeting Action	Building a Resourful and Skilled Community	Development of a opportunity to bring community/neighbours together	ICAC working group to be developed to consider 'street party' opportunities, purpose & goals; and development of a community 'street party' recourse manual.	Discussed at February ICAC meeting	Working group identified; working group meetings to be arranged; APRIL 2013 UPDATE - 3/4 Working Group meeting commenced & reporting back to ICAC 18/4; 18/4/2013 discussed with ICAC members, Action 1 - Donna J to feedback considerations/suggestions from ICAC members to working group members (see meeting minutes); Action 2 - Committee Action for Consideration to council - That the idea of providing fruit trees for Citizenship Ceremonies and Welcoming Babies Ceremonies rather than native plants be flagged with Parks Services and Integrated Sustainability Services through the Community and Cultural Committee.	Working Group actions - Lorna Hempstead & Pam Spelling; Action 1 - Donna J - completed; Action 2 - within ICAC minutes to council - completed	completed - feedback at June ICAC meeting
3 Agenda Notification	Waste and Recycling Services for Alligator Creek, Nome and Julago	Survey questions developed by Alligator Creek advisory group in response to community resistance to decision to include recycling services to Alligator Creek and Nome. Advisory group was formed by invitation and have developed survey questions to be sent to all residents in area, followed by two information sessions to be held at Alligator Creek by the end of April.	Discuss engagement with ICAC members for their support to inform members/organisations that may reside in these locations.	Included on April 2013 ICAC agenda	discussed at April 2013 meeting - no further action		completed
4 Agenda Notification	Meeting Room	Have you considered using a facility that has a foyer area and a separate meeting room. The idea being that as people arrive they don't just go and sit down at the meeting table but spend some time in a foyer/ante room to meet and greet. Also for the next few meeting I would encourage people to wear name tags.	Re-configure the meeting room, facilitate introductions for people that don't know each other.	Included on April 2013 ICAC agenda	Majority of members voted to continue holding meeting in the Mayoral Reception room; Cr Doyle reminded members of free parking behind the Walker Street building; name tags will be provided at meetings; new configuration to meeting space to create more of a networking area and bring proximity of members for discussion	Donna Jackson	completed
5 Agenda Notification	Networking	Monty identified networking as an area where NFP groups struggle to maximise their contacts with other groups/government departments. I think it would be helpful to have a successful local business person, Tony Ireland, George Colbran, or similar come and talk to ICAC about how they network and what strategies they use to ensure success.	Discuss if this idea is feasible and who would be a preferred speaker.	Included on April 2013 ICAC agenda	Action 1 - members to forward open network/organisation meetings to Donna J (if they wish to share this with other members and the community) - ongoing. Action 2 - Donna J to forward onto members network/organisation meeting information received and look at how this can be noted on the ICAC webpage; Action 3 - ICAC members forward to Donna J suggestions of potential guest speakers who can discuss capacity building models for future meeting presentations; Action 4 - offer to CIC to do presentation regarding their service at the June ICAC meeting - completed, Action 5 - Mandy Wildeheart will forward information regarding Volunteering North Queensland's Management Network Meeting - completed. Action 6 - Seniors Forum TRCOTA Brothers Leagues Club will be held on 20 May - more information will be sent to Donna Jackson for distribution - completed/date passed.	Action 1 - ICAC members - ongoing; Action 2 - Donna J; Action 3 - ICAC members; Action 4 - CIC - completed; Action 5 - Mandy - completed; Action 6 - Robyn Moore - completed.	completed

## Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 2 of 8

6	Agenda Notification	Take your hat off	The Committee is made up of individuals from a very wide spectrum of organisations and I believe this certainly achieves one of Councils aim to have an inclusive group able to advance ideas. However I am of the opinion that we leave our hats at the door and work as a collaborative group with a holistic approach to issues that we identify.	Encouraging committee members to take a wider world view and look at issues from several different angles.	Reminder by ICAC Chairperson at April 2013 meeting	no further action	Cr Colleen Doyle	completed
7	Agenda Notification	Request for the Aboriginal and Torres Strait Islander flags to fly with Australian flag	Community member request to raise Aboriginal, and Torres Strait Islander flags alongside the Australian Flag at Council locations (Walker Street & Thuringowa). Continual recognition.	Approval for flags to be raised	Included on April 2013 ICAC agenda	Action 1 - Committee Action for Consideration to Council - That a recommendation be made to council for consideration that the Aboriginal and Torres Strait Islander flags be flown at Townsville City Council Walker Street building and Thuringowa Civic Centre in line with the relevant protocol for national formation. This action is in line with Closing the Gap strategy and TCC Reconciliation Action Plan. Action 2 - Donna J to bring copies of Townsville City Councils RAP to next meeting; Action 3 - Donna J to investigate inclusion of purpose for Welcome to County and Acknowledgements (to increase community understanding/awareness) onto the TCC Aboriginal and Torres Strait Islander webpage. Action 4 20/6/2012 - Confirm timeframe for the installation of the Aboriginal and Torres Strait Islander Flags. Action 5 - 09/08/13 - there are currently 3 flag poles installed with five (5) flag poles to be installed by end of October. 10/10/13 media coverage of flag raising at Walker Street. Action completed.	Action 1 - to CCC through minutes - completed; Action 2 - Shane Alley - completed; Action 3 - Shane Alley - completed; Action 4 - Donna Jackson; Action 5 - Donna Lucas / Brian Ashfield	completed 10/10/13
8	Agenda Notification	Taxi rank concerns	Shopping centre and stadium venues require appropriate rank location and access, remembering taxis are the only form of public transport for many users.	This needs to be flagged by Council to developers at Development Approval stage.		Action 1 - DAU advise - Internal parking and vehicle movements are assessed against the Australian Standards and relevant planning schemes ( City Plan 2005, City of Thuringowa Planning Scheme). TCC planners / engineers and Tech Services are involved in this process. Access, taxi and bus areas fall under DTMR (Department Transport Main Roads) jurisdiction, in most cases DTMR are triggered through the provisions of SPA (Sustainable Planning Act 2009) as a concurrence agency, thus requiring the applicant to lodge the application with them. DTMR's direction & conditions must be used in TCC's approval / refusal of the proposed development. Were DTMR are not triggered as a concurrence agency TCC normally send third party referral to them for advice. Action 2 - joint DAU/City Plan presentation at August meeting (to discuss process and possible opportunity to form a reference group). Action 3 - joint presentation organised for 22 August meeting. Action completed - presentation by Chris Head & Cameron Finter - public consultations will be held from 02/09/13 to 25/11/13.	Action 1 - Donna Jackson - completed; Action 2 - Cameron Lucas / Cameron Finter	completed 22/08/13
9	Agenda Notification	CBD Taxi rank concerns	Council to consider a review of rank location and design. Ranks on hills are non functional for mobility device users. Ranks without kerb ramps to transition from footpath to road and vice versa are non functional.	The Spinal Injuries Association will present for Council a DDA compliant taxi rank design to assist its review. The review might comprise a task force of local users. All Advisory Committee members to seek feedback from their members.	Operational with strategic implications for discussion with City Plan at June ICAC meeting	Action 1 - referred to TCC Technical Enquires; Action 2 - joint DAU/City Plan presentation at August meeting (to discuss process and possible opportunity to form a reference group). Action 3 - joint presentation organised for 22 August meeting. Action completed - presentation by Chris Head & Cameron Finter - public consultations will be held from 02/09/13 to 25/11/13.	Action 1 - Donna Jackson - completed; Action 2 - Donna Lucas / Cameron Finter / Chris Head	completed 22/08/13
10	Agenda Notification	Adverse impact of furniture on pedestrians	Furniture and product displays on footpaths imposes safety and impeded passage issues for people with vision impairment and users of mobility aids/crutches. It should be banned given the associated public liability.	Alfresco dining requires Council to issue a permit but is it policed ever? Council could consider to require a minimum clear width of a path of travel of 1800mm (which is DDA compliant for corridors) through an alfresco area. If the existing footpath width cannot accommodate 1800mm within the designated alfresco area, then a permit should not be issued.	Included on June 2013 ICAC agenda	Action 1 - internal TCC information gathering - information provided to ICAC at June meeting (see June minutes); Action 2 - Creation of a ICAC Accessibility Working Group - see Meeting Action number 23 and 24	Donna Jackson	completed
11	Agenda Notification	Adverse Impact of signage on pedestrians	Sandwich boards and other forms of vertical signage on footpaths imposes safety and impeded passage issues for people with vision impairment and users of mobility aids/crutches.	All the footpath width at every location should offer unencumbered space for pedestrians. Business can always place signage on the external face of their business walls, windows and doors.	Included on June 2013 ICAC agenda	Action 1 - internal TCC information gathering - information provided to ICAC at June meeting (see June minutes); Action 2 - Creation of a ICAC Accessibility Working Group - see Meeting Action number 23 and 24	Donna Jackson	completed

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

12	Agenda Notification	Outside School Hours Care	Including youth with a disability from the ages of 11 years and over into before and after school care and vacation care	Would like to bring to the attention of the committee the lack of support for children over the age of 11 with a disability who require care before and after school and in vacation care times and the impact this is having on parents.	Included on June 2013 ICAC agenda - Hot Topic discussion	Action 1 - ICAC Youth Working Group to be formed, see Meeting Action number 25	Donna Jackson	completed
13	Agenda Notification	Access to and within Anderson Gardens on Hugh St. Issue raised by Debbie Armstrong	I'm a person with quadriplegia and use an electric wheelchair. Recently my 5 year old grandson and I went to Anderson Gardens. Wheelchair access was very limited. Coming from the "Kokoda Pool" footpath there is a usable track into the Gardens but it comes to an abrupt halt for wheelchair users. One of the major problems in the Gardens is that there are no ramp style accesses over gutters and to get on and off paths. Proceeding to the main entrance and I used the "roadway" to get around the park. I could not get off the road until getting all the way around to the Wellington St side where there is work being done. The road is very narrow and a tight squeeze if a car came along. I was able to get off the road and use the newer gravel tracks in this area (this may not be possible for non-motorised mobility device users). The other issue I found was that there is no wheelchair access to any of the picnic tables. Even if you could get up off the road, there are no paths to the tables.	Could Council lodge an access review and proposed works in its Business Plan and Budget for 2013/14 to provide equitable access to its paths of travel, kerb ramps and facilities for all users.	Operational with strategic implications for discussion with City Plan at June ICAC meeting	Action 1 - Customer feedback/request forwarded to Technical enquiries, initial response provided at June meeting - see minutes. Formal response to be provided by Technical Service for August ICAC meeting. Action 2 - Council acknowledges the requirement to improve the accessibility in Anderson Park Botanical Gardens. Council has some funding to in the 2013/14 budget to conduct a roadway design – elements of accessibility will be considered as part of this design. Financial planning and phasing of priorities and staging of minor works to be incorporated over several financial periods. Council will be completing a Master Plan of Anderson Gardens, in a future financial year. Action completed - information shared with ICAC members.	Action 1 - Donna Jackson - completed; Action 2 - Donna Lucas	completed 22/08/13
14	Agenda Notification	Presentation on the Community Information Centre	As requested at last ICAC meeting, Teneale will give a presentation on the services and resources provided by the Community Information Centre.	No necessary - information only.	Included on June 2013 ICAC agenda possible June ICAC Hot Topic session	no further action	Donna Jackson	completed
15	Agenda Notification	Support for Youth					Donna Jackson	completed
16	Meeting Action 20/6/2013	Action register print outs at meeting be on A3	print out of Meeting Agenda Notification/Meeting Action Register will be printed in A3 form and available at future meetings from the 'information table'	nil	from August meeting	no further action	Donna Jackson	completed
17	Meeting Action 20/9/2013	City Plan & Development Assessment Unit presentation	Requested joint presentation at August meeting to increase understanding and knowledge around assessment practices and processes and how the ICAC as community representative can be involved	increase knowledge and identify ways in which the ICAC can be involved to support/have input assessment applications as a key representatives of the community - possible development of a reference group	requested presentation at the August meeting - tbc	Action 1 - Donna Jackson to arrange with City Plan & DAU. Action 2 - joint presentation organised for 22 August meeting. Action completed.	Action 1 - Donna Jackson - completed; Action 2 - Donna Lucas	completed 22/08/13
18	Meeting Action 20/6/2013	Provide contact details of Community Defence Organisation to City Plan	to support/be part of the City Plan engagement process	nil	details passed on	no further action; presentation provided at 22/08/13 meeting	Donna Jackson	completed
19	Meeting Action 20/6/2013	Provide contact details of Community Defence Organisation to City Plan	to support/be part of the City Plan engagement process	nil	details passed on	no further action	Donna Jackson	completed
20	Meeting Action 20/6/2013	ICAC Accessibility Working Group to be formed	Initial focus of conducting pedestrian identification activity (in response to Agenda Notification items number 13 and 14). Donna Jackson to develop framework for this working group and put call out for members	nil	Working Group to be established	Action 1 - Donna Jackson to put 'call out' to ICAC members. Action 2 - call out to ICAC members re working group participation. Action complete - 2 ICAC members nominated to be on working group - 1st meeting held on 16/09/13.	Action 1 - Donna Jackson; Action 2 - Donna Lucas	completed 22/08/13
21	Meeting Action 20/6/2013	ICAC Inclusive Working Group	Investigate similar activities completed by Inclusion Works and the Spinal Injuries Association.	nil	Pam Spelling to make contact with Inclusion Works	Action 1 - Donna Jackson to feedback learnings to the ICAC Accessibility Working Group. Action 2 - inquiries to be made. Action 3 Inclusive Working Group met on 16/09/13 - inquiries to be undertaken by Pam & Scott. Action 4 - Update provided on 12/12/13. Further updates will be provided at each meeting.	Action 1 - Donna Jackson; Action 2 - Donna Lucas; Action 3 & 4 - Pam & Scott.	completed 12/12/13
22	Meeting Action 20/6/2013	ICAC Youth Working Group	To continue exploring concerns, gaps and opportunities that may strengthen support services and activities within the community	nil	Working Group to be established	Action 1 - Donna Jackson to put 'call out' to ICAC members. Action 2 - call out to ICAC members re working group participation. Action complete - 8 ICAC members nominated to be on working group - 1st meeting scheduled for 17/10/13.	Action 1 - Donna Jackson; Action 2 - Donna Lucas	completed 22/08/13
23	Meeting Action 20/6/2013	Family Charter	email out copy of Family Charter to ICAC members	nil	email out Family Charter	email out Family Charter with minutes from June meeting	Cr Colleen Doyle	completed
24	Meeting Action 20/6/2013	2014-2017 Inclusive Community Strategic Action Plan	involve ICAC members in development of this plan	nil	email out strategy to ICAC members for feedback	Action 1 - email out strategy to ICAC members for feedback. Action 2 - Inclusive Community Policy sent to members for comment. Action 3 - Strategic Plan submitted for approval.	Action 1 - Cathy Lengyel. Action 2 - Judith Jensen. Action 3 - Terry Farrelly.	completed April 2014

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

25	Agenda Notification	Monthly meetings of ICAC	To ensure continued engagement and to raise the profile of ICAC I propose that for the remainder of calendar year 2013 that the ICA Committee meet on a monthly basis. This change would only require the scheduling of 2 extra meetings this year. The additional meetings would allow a greater focus to be placed on initiatives already undertaken by the Committee and allow speedier resolution of these projects thus providing a positive result for the Townsville Community.	I believe that a robust discussion is required with all interested parties being able to put forward their individual cases.	finalised at August meeting	Action 1 - seeking feedback from Governance. Action 2 - Governance support bi-monthly meetings. Feedback also sort from ICAC members. Action complete - meetings will continue to be bi-monthly to commence at 9am to 12pm.	Action 1 - Donna Jackson; Action 2 - Donna Lucas	completed 22/08/13
26	Agenda Notification	House Numbers	There are many houses in Townsville, particularly in the older areas where house numbers are either absent or obscured by trees and overgrowth. It is very difficult for organisations such as Meals on Wheels to locate clients' properties.	Discussion by Committee and maybe TCC could organise some type of community education campaign for residents to be aware of the importance of displaying clear and visible house numbers.	to be discussed at August ICAC meeting	Action 1 - presentation at August meeting. Action 2 - presentation rescheduled for October meeting due to time constraints. Action 3 - Robyn presented information to ICAC Members on 17/10/13. Further inquiries to be undertaken with Corrective Services. 4/6/2015 ICAC Facilitator to undertake a simple desktop audit of what approaches other council's have undertaken; touch base with Robyn Moore	Action 1 - Donna Lucas; Action 2 - Donna Lucas / Robyn Moore	Progressing
27	Meeting Action 17/10/2013	Disaster Preparedness / Management Planning	Allen Morris, Manager of Emergency Management Group (TCC) provided a presentation on the Disaster Preparedness / Management Planning	handouts provided to attending committee members	presentation at October meeting	Action 1 - presentation at October meeting.	Action 1 - Allen Morris	completed 17/10/13
28	Meeting Action 17/10/2013	CityLibraries	CityLibraries staff provided information on programs, services and activities provided by CityLibraries.	handouts provided to attending committee members	presentation at October meeting	Action 1 - presentation at October meeting.	Action 1 - Belynda MacDonald & Natalie Mudd	completed 17/10/13
29	Meeting Action 17/10/2013	Townsville Clubhouse	Jeremy Audas, Chief Executive Officer of Mental Illness Fellowship North Queensland provided an overview of 'A Clubhouse for Townsville'.	Emily Mussap, Clubhouse steering committee provided a presentation on 'A Clubhouse for Townsville'	presentation at October meeting	Action 1 - presentation at October meeting.	Action 1 - Jeremy Audas & Emily Mussap	completed 17/10/13
30	Meeting Action 12/12/2013	Resilient Communities / community gardens	building community resilience through community gardens (fruit & veggies) in open spaces, nature strips etc.	support for initiative is sought from council and local nurseries to consider giving out fruit trees and Australian Natives at citizenship ceremonies	presentation at December meeting	Action 1 - presentation at December meeting	Action 1 - Wayne Preedy	completed 12/12/13
31	Meeting Action 12/12/2013	Urban Food Production / community gardens	healthier and more resilient communities through community garden learning areas (hubs) and backyard gardening	identifying sustainable urban growing techniques that are suited to our climate	presentation at December meeting	Action 1 - presentation at December meeting	Action 1 - Brett Pritchard	completed 12/12/13
32	Meeting Action 12/12/2013	considerations for effective community planning	building community connectedness - master planned community developments can influence community inclusiveness and social sustainability	information sharing	presentation at December meeting	Action 1 - presentation at December meeting	Action 1 - Stockland North Shore	completed 12/12/13
33	Meeting Action 12/12/2013	Qld Association for Healthy Communities	establishment of an LGBTI Ageing Action Group	information sharing	presentation at December meeting	Action 1 - presentation at December meeting	Action 1 - James Keightley	completed 12/12/13
34	Meeting Action 12/12/2013	North Qld Regional Disability Advisory Council	the role of the NQRDAC	information sharing	presentation at December meeting	Action 1 - presentation at December meeting	Action 1 - Michelle Millar	completed 12/12/13
35	Meeting Action 20/02/14	Life Long Learning Strategic Action Plan	present information re Life Long Learning Strategic Action Plan	information sharing	presentation at February meeting	Action 1 - presentation at February meeting - Action 2 - presentation rescheduled for April meeting	Action 1 - Judith Jensen	completed 17/04/14
36	Meeting Action 20/02/14	Townsville Enterprise Limited (TEL)	present information re Townsville Enterprise Limited (TEL)	information sharing	presentation at February meeting	Action 1 - presentation at February meeting	Action 1 - Matt Morris	completed 20/02/14
37	Meeting Action 20/02/14	Sister Cities	present information re Sister Cities	information sharing	presentation at February meeting	Action 1 - presentation at February meeting	Action 1 - Simon Milcock	completed 20/02/14
38	Meeting Action 20/02/14	NBN Co rollout and impact on existing copper landline phone services	The National Broadband Network is active in parts of Townsville. On 23 May 2014 copper services will be migrated to NBN Services in some parts of the city. This means that existing copper landline and internet services will cease to work after this date.	information sharing	presentation at February meeting	Action 1 - presentation at February meeting	Action 1 - Ryan Williams	completed 20/02/14
39	Meeting Action 20/02/14	present on Regional Waste recycling and reduction plan	Townsville City Council is collaborating with three other local regional councils; Charters Towers, Hinchinbrook and Burdekin, to develop a Regional Waste Recycling and Reduction Plan. TCC would like to engage with ICAC members to promote the online survey the will be available to the community to complete during February 2014.	information sharing	presentation at February meeting	Action 1 - presentation at February meeting	Action 1 - Tamara Lancaster & Ricky Bligh	completed 20/02/14

## Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 5 of 8

40	Agenda Notification	Community events for ATSI children and families.	Set up annual community event 'Murri Kids' in the Park. A free event for young children, school and community to attend to share stories, knowledge and culture. In collaboration have Elders 'Welcome to Country', dancing, music, art and other local artists and organisations. Brisbane has an event similar and it brings the community together to recognise Aboriginal and Torres Straight Islander peoples and their cultures.	community support, ideas and contribution	information sharing at April meeting	Action 1 - Shane Alley met with Rachael Vogel. Rachael to identify event partners and/or community committee prior to progressing this initiative.	Action 1 - Shane Alley	completed May 2014
41	Agenda Notification	AECOM	AECOM was recently engaged by Brisbane City Council to undertake an audit of council facilities, transport and outdoor areas to ensure progress is being made towards 100% compliance with the DDA by 2031. AECOM would like to share this experience with ICAC members and provided insight and understanding of ways that local government can ensure it is on target to meet DDA compliance and achieve the vision of a socially inclusive and accessible city by 2021 (Community Plan).	information sharing / presentation	presentation at June meeting	Action 1 - AECOM presentation at June meeting	Action 1 - Isabel Bryce	completed 19/06/14
42	Agenda Notification	disability parking	The Strand is no longer accessible or inclusive to all people with a disability. The disability parking and access ramps to foot paths on the Strand are located in positions not accessible to wheel chair or scooters. All parks except one is too short for rear load disability modified vehicles. The one that is ok is the one furthest away from the access ramp at the basket ball court. It is good length but if someone parks in the first park closest the ocean that vehicle blocks the access ramp rendering the second park useless. All other parks along the Strand are unload into traffic and then you have to travel with traffic to access ramps. Ramps are too short and are wrongly located.	Relocating curb and channelling back 1.5m minimum in front of each disabled parks, this will allow for rear load vehicles to unload out of traffic. Ramps to be accessible - i.e.: in middle of car parks. There are drop off disabled parks located near Seaview hotel and at the Rockpool end but who is going to drop off loved ones whilst then trying to find a park. Site plans will highlight proposed solution.	referred to Infrastructure Services (Engineering Services) for a response	Action 1 - referred to TCC Technical Enquiries - formal response to be provided by Engineering Services (Infrastructure Services) 30/4/14 - Cr Eddiehausen contacted OIC QPS who will do enforcement action along Strand - this will be followed up by TCC Park Officers. 19/06/14 Peter Gurr advised that he had received a response letter from TCC in regard to matter.	Action 1 - TCC Infrastructure Services / Cr Eddiehausen	completed
43	Agenda Notification	disability parking	Disability parking, taxi rank parking and access to footpaths have been raised as a concern at Willows Shopping Centre, Vincent Village Shopping Centre and Domain Central.	Action requested to identify other areas within facilities that have appropriate ramps to footpaths and parking that is longer and wider.	referred to Centre Management of each facility	Action 1 - referred inquirer to Centre Management at Willows, Vincent and Domain	Action 1 - external inquiry	completed 12/03/14
44	Meeting Action	Telstra re NBN issues	Area General Manager with Telstra re NBN issues and how Telstra can respond	information sharing	presentation at April meeting + additional presentation at June meeting	Action 1 - Telstra presentation at April meeting; Action 2 - additional presentation at June meeting	Action 1 + 2 - Rachel Cliffe	completed 19/06/14
45	Meeting Action	Spinal Injuries Australia	General Manager with Spinal Injuries Australia to present information	information sharing	presentation at June meeting	Action 1 - Spinal Injuries Australia presentation at June meeting	Action 1 - John Mayo	completed 19/06/14
46	Meeting Action	TCC Family Charter	updating signatories in TCC Family Charter	information sharing	information sharing at June meeting	Action 1 - identify signatories for TCC Family Charter. Action 2 - ICAC Members to advise if they wish to be signatories on Charter.	Action 1 - Nicolette Mancigli	completed 19/06/14
47	Agenda Notification	CORES	Increasing members awareness of CORES	presentation	agenda for August meeting		Donna	completed
48	Agenda Notification	Christmas in the City	Discussion to share potential Council vision of this project, seeking input as to community involvement and create connections with the ICAC	discussion at August meeting	agenda for August meeting		Donna	completed
49	Meeting Action	CORES	Presentation of Robyn's CORES presentation will be emailed to all members along with the minutes of the committee meeting.	nil	presentation to be attached to ICAC minutes		Governance	completed
50	Meeting Action	CIC	Teneale will advise Robyn Moore when the Mental Health Services Directory is available on the CIC pages through the Townsville City Council website.	nil	nil	Teneale to communicate with Robyn Moore	Teneale	completed
51	Meeting Action	CORES	Robyn will meet with Wendy Li to discuss options for a course appropriate for the migrant and refugee community.	nil	nil	Robyn Moore to meet with Wendy Li	Robyn Moore	no further f/u
52	Meeting Action	Christmas in the City	To form a Christmas in the City working group. Members interested to contact the meeting facilitator or Chair.	nil	nil	Action 1 - emailed sent to members - completed. Action 2 - first working group meeting to be organised - completed	Donna Jackson	Action 1 - completed; Action2 - completed
53	Meeting Action	NBN disconnection	provide NBN consultant with feedback from the ICAC	nil	nil	Email NBN consultant	Donna Jackson	completed
54	Meeting Action	Every Australian Counts Campaign	That a recommendation be put to council - 'that council join the Every Australian Counts campaign to show support for the introduction of the National Disability Insurance Scheme (NDIS).'	recommendation to Community and Cultural Standing Committee	October 2014 CCC meeting	identify recommendation for Councils consideration	Governance	completed

## Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 6 of 8

55	Agenda Notification	links on ICAC webpage	Links on ICAC webpage to other Council noted documents not working	Links to be fixed	notification to web custodian	notification to web custodian	Donna Jackson	completed
56	Meeting Action	Neighbourhood Party Kit	Would like report on number of hits to webpage presented back at December ICAC meeting.	nil	agenda for December meeting	ICAC Meeting Facilitator to gather data	ICAC Meeting Facilitator	completed
57	Meeting Action	Neighbourhood Party Kit	Explore avenues available through council to promote the kit - produce a communications plan	Promotion of the kit by council	report back at the December meeting	Neighbourhood Party Kit was promoted within the The Sun and various social media method as well as on the TCC front page. ONGOING ACTION 2015 - Communication Plan for future promotion to be established; including how ICAC members can assist in this promotion activity.	ICAC Meeting Facilitator	completed
58	Meeting Action	Neighbourhood Party Kit	Add the Neighbourhood Party Kit to the Community Information Centre Facebook page	Promotion of the kit	report back at the December meeting	add Kit to the CIC facebook	Community Information Centre Coordinator	completed
58	Meeting Action	Speakers Panel	Ric Thompson to be invited to present at December ICAC meeting	information awareness raising for members	agenda for December meeting	ICAC Meeting Facilitator to make contact with Rick Thompson	ICAC Meeting Facilitator	completed
59	Meeting Action	Speakers Panel	Speakers Panel	Support the promotion of the Speakers Panel	Request a brief history from Ric Thompson	Lorna to make contact with Ric Thompson	Lorna Hempstead	completed
60	Meeting Action	Neighbourhood Gardens (Wicking Beds)	Explore opportunity of Wicking Garden bed at the hospital	Discuss matter with Patrick Sheehan	report back at the December meeting	Lorna to make contact with Patrick Sheenan	Lorna Hempstead	completed
61	Meeting Action	Neighbourhood Gardens (Wicking Beds)	Addition site suggestions from ICAC members	Relay information to project manager	nil	Relay information to project manager	ICAC Meeting Facilitator	completed
62	Meeting Action	TOTTS Inc Vehicles	Raise possibility of accessing TOTTS Inc Vehicles in the event of disaster evacuations	Present option at the next Townsville Local Disaster Management Group	report back at the December meeting	Present option at next Townsville Local Disaster Management Group meeting - LDMG looking into this	Wayne Preedy	completed
63	Meeting Action	TOTTS Inc Vehicles	email updated brochure and pricing for distribution to committee members	assist in raising aware of the TOTTS Inc service	nil	Aaron to email updated brochure to ICAC Meeting Facilitator	Aaron Farrell	completed
64	Meeting Action	TOTTS Inc Vehicles	Make enquiries to see if TOTTS INC and Community Links could be included within the TCC Pensioner Transport Subsidy Scheme.	nil	nil	ICAC Meeting Facilitator to make enquiries into the Pensioner Transfer Subsidy Scheme 4/6/2015 ICAC Facilitator received advice that scoping has commenced to review / expand the scheme to include other transport options; a 3 month timeframe is anticipated	ICAC Meeting Facilitator	completed
65	Meeting Action	T150 logo	Seeking input into how the T150 logo could be used and promotion of the competition	information distributed to ICAC members via the ICAC Meeting Facilitator	nil	Sarah Standen to email information	Sarah Standen	completed
66	Meeting Action	T150 funding opportunities	Townsville T150 Grants are will become available to assist Townsville organisations in delivering programs, projects, events, activities and celebrations related to Townsville 150.	Community to commence considering opportunities	information provided at Oct meeting	nil	ICAC Meeting Facilitator	completed
67	Meeting Action	Neighbourhood Gardens (Wicking Beds)	to check progress of the wicking beds at the childcare centre	possible committee tour as part of the December meeting	nil	Wayne to investigate and advise if possible - on the December agenda	Wayne Preedy	completed
68	Meeting Action	Wrap up 2014/planning for 2015	Seeking any input in relations to information requests to wrap up ICAC 2014 and commencing planning for 2015	nil	to form agenda for December meeting	ICAC members to email requests to ICAC Meeting Facilitator - on the December agenda	ICAC members	completed
69	Agenda Notification	Key stakeholder discussion Townsville's Southbank stadium and entertainment precinct	Discussion with committee to understand their needs and motivations for using and accessing the proposed stadium and entertainment precinct and surrounding facilities. Start with a summary presentation of Council's feasibility study into an integrated center. Follow with engagement about key considerations from their perspective in any new development and also how we can engage with the group they represent and what communication would be helpful.	List of groups and stakeholders for further engagement. Dot point of key considerations in development from their perspective and list of communication channels and databases to send out communications.	Included on December Agenda		ICAC Meeting Facilitator	completed
70	Meeting Action	Christmas in the City	request Councils Marketing and Communications to liaise with Anita Berry to look at recognition for the other organisations involved in Christmas in the City	request forwarded to relevant TCC project manager	nil	ICAC Meeting Facilitator forwarded request and contact details of Anita Berry to TCC Marketing and Communications Officers - emailed forwarded	ICAC Meeting Facilitator	completed
71	Meeting Action	Neighbourhood Gardens	That consideration be given in 2015 to other locations for wicking beds including schools (that have the breakfast program), Townville Hospital, Magnetic Island Hospital and The Women's Centre	suggestion forwarded to relevant TCC project manager	nil	ICAC Meeting Facilitator forwarded suggestion	ICAC Meeting Facilitator	completed
72	Meeting Action	invitees for the February 2015 ICAC meeting	ICAC Chairperson requested that representatives from St Johns and Life Tec be invited to the next ICAC meeting	nil	nil	ICAC Meeting Facilitator to forward on invitation	ICAC Meeting Facilitator	completed
73	Meeting Action	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	ICAC Meeting Facilitator	on hold



## Attachment 1 – ICAC Agenda Submission and Meeting Action Register – Page 7 of 8

74	Meeting Action 19/02/15	Home maintenance/Mods map	That representatives from St John's Community Care, Life Tec Townsville and Bluecare develop a Home Maintenance /Mods Map to improve awareness around services that organisations/groups offer.	Follow up with organisations to gauge progress and ask if any support required to make it happen .		ICAC Meeting Facilitator to touchbase with organisations - May 2015 and feedback to ICAC in June 2015. A community network meeting has been organised and presented by CIC, LifeTec Qld, Blue Care & St John's Community Care for the 6th May @ City Libraries Aitkenvale meeting room 9am to 10.30am - Teneale distributed flyers at the April meeting	Teneale Grigg	completed
75	Meeting Action 19/02/15	ICAC act as Monitoring Group for Council's RAP	The Inclusive Community Advisory Committee be an External Monitoring group of the Townsville City Council's Reconciliation Action Plan (RAP)	Terms of Reference to be updated and endorsed at April 2015 ICAC meeting		ICAC Meeting Facilitator to update Terms of Reference for endorsement by members at April 2015 meeting. Corrected spelling mistakes (thank you Scott Stidston)	ICAC Meeting Facilitator	completed
76	Meeting Action 19/02/15	Aboriginal and Torres Strait Islander Representatives on ICAC	A number of names were brought forward to the committee for the ICAC Facilitator to follow up to seek involvement in the ICAC committee to increase the Indigenous representation. Some ICAC members were also to make approaches to possible representatives to gauge interest.	Agenda item at April 2015 meeting		Apr-15 Add to April 2015 agenda. Membership application forms have been forwarded / provided to potential applicants	ICAC Meeting Facilitator	completed
77	Meeting Action 19/02/15	Welcome to Country and Acknowledgement of Country	Invite Jenny Wyles to present to the committee on Welcome to Country and Acknowledgement of Country.	nil		Mar-15 Forward invitation to Jenny Wyles. Jenny attended and presented at the April 2015 meeting	Susan Wilkinson	completed
78	Meeting Action 19/02/15	National Neighbour Day	ICAC Meeting Facilitator to point out the Council's Neighbourhood Party Kit and it's availability through the website to Relationships Australia Townsville to support local community members who may be planning and registering Neighbour Day activities.	nil	nil	ICAC meeting Facilitator contacted Relationships Australia in Townsville by phone 05/03/15 and email 09/03/15 to inform availability of Council's Neighbourhood Party Kit on website.	ICAC Meeting Facilitator	completed
79	Meeting Action	Presentation on Diversicare	Request for opportunity to present on Diversicare services at ICAC Meeting	Presentation at a future meeting	tbc	suitable meeting agenda to be determined	ICAC Meeting Facilitator	completed
80	Meeting Action - 19/02/15	New local State MPs	Mayoral invitation to new state Members of Parliament to attend ICAC especially Coralee O'Rourke who has Portfolio of Disabilities and Seniors.	Guests at future ICAC Meeting		Mar-15 ICAC Chairperson to discuss with The Mayor 4/6/2015 - ICAC Chair to lock in Minister Corralie O'Rourke to attend the August meeting	ICAC Chairperson	in progress
81	Agenda notification	Wicking Beds	Request from Brett to provide an update to ICAC members on the four sites completed. Seeking options of groups interested in learning how to build the garden beds.	Guest at future ICAC Meeting	tbc	agenda item for April ICAC meeting	ICAC Chairperson	completed
82	Agenda notification	Diversicare Services	Request from Julie to move her presentation to the June meeting	Presentation at the June meeting		Add to June 2015 agenda. Added to June agenda	ICAC Meeting Facilitator	completed
83	Meeting Action - 23/4/15	Welcome to Country and Acknowledgement of Country	Request information re: protocols/scripts from Jenny Wyles that can be distributed to ICAC members	Distribute with April ICAC minutes		ICAC meeting facilitator to request information from Jenny Wyles for distribution	ICAC Meeting Facilitator	completed
84	Meeting Action	Reconciliation Action Plan (RAP)	Copy of the RAP distributed to ICAC members; Major Pru Killen also requested a copy	Distribute copy of the RAP and have Julie McTaggart explain the monitoring role of ICAC	June 2015 meeting	ICAC meeting facilitator to discuss status of RAP with Julie McTaggart (TCC - Community Planning & Development Officer) and determine when a copy will be ready for distribution; potential to have Julie speak at an upcoming ICAC meeting to explain ICAC's monitoring role	ICAC Meeting Facilitator	completed
85	Meeting Action	Hot Topic - Dec 2014 meeting outcomes	Analysis of Hot Topics distributed to ICAC members - to discuss further at the June meeting. Transport is a common theme.	ICAC meeting facilitator to allocate time for the hot topic discussion at the June meeting	June 2015 meeting	Agenda item for June ICAC meeting	ICAC Meeting Facilitator	completed
86	Meeting Action	Fence construction at the Drop In Centre	Request from Brett Pritchard re: assistance from defence to support construction of a fence following his presentation on wicking beds and the potential new site adjacent the Drop In Centre	Major Pru Killen to communicate outcome directly with Brett	nil	Major Pru Killen to investigate in the engineers at Lavarack Barracks can support the fence construction at the Drop In Centre pending TCC approval of allowing the site adjacent to the Drop In Centre to be fenced	Major Pru Killen	completed
87	Meeting Action	Identification of suitable locations for POD (Production, Organin, Diverse) gardens in public parks	ICAC to identify consider additional locations for a POD garden. Brett Britchard identified Ilich and Corcoran Parks	Does not require a recommendation to committee	nil	ICAC meeting facilitator to ask members if any additional locations have been identified	ICAC Meeting Facilitator	completed

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

88	Meeting Action	Establishment of food garden/wicking beds at two new locations	ICAC recommend and support the establishment of a food garden at the Townsville Hospital and on the land adjacent to the Drop In Centre	Does not require a recommendation to committee	June 2015 meeting	ICAC meeting facilitator to follow-up with Brett Pritchard and inform members of progress at these two sites	ICAC Meeting Facilitator	completed
89	Agenda notification	Yam Bombing / Xmas in the City	TCC Marketing/Communication project - presentation of project, what's planned for this year and how people can get involved	Agenda item at June 2015 meeting	June 2015 meeting	Add to June 2015 agenda	ICAC Meeting Facilitator	completed
90	Agenda notification	Disaster Preparedness / Management Planning	TCC Manager Community Development/Emergency Management Team to present disaster management processes, education and resilience	Agenda item at June 2015 meeting; include as a standing agenda item for the remainder of 2015 meetings	June 2015 meeting	Add to June 2015 agenda	ICAC Meeting Facilitator	completed
91	Agenda notification	NQ Autism Support Group/the Challenge Games	Information for ICAC members re: what the NQ Autism support groups do in Townsville and their long terms goals; and information about the Challenge Games	Presentation at June 2015 meeting	June 2015 meeting	Add to June 2015 agenda - General Business	ICAC Meeting Facilitator	completed
92	Meeting Action	Reconciliation Action Plan (RAP)	Provide list of those involved with the consultation of the RAP and provide to Wendy Lang	Provide information at August 2015 meeting	August 2015 meeting	ICAC Meeting facilitator to request information from Julie McTaggart	ICAC Meeting Facilitator	completed
93	Meeting Action	Yam Bombing / Xmas in the City	ICAC members interested in getting involved and discussed ideas to help assist the initiative	n/a	n/a	ICAC meeting facilitator to distribute contact list to the committee to confirm groups from previous Christmas in the City event. ICAC members to make contact with Rebecca Kind directly if they would like to provide more ideas, support etc with this initiative	ICAC Meeting Facilitator	completed
94	Meeting Action	ICAC evaluation	An evaluation/review of ICAC will occur the next coming months. ICAC meeting facilitator currently drafting an evaluation plan	n/a	August & Oct 2015 meetings	ICAC members are encouraged to document any feedback and provide to the ICAC Meeting Facilitator. A more formalised evaluation approach will be conducted however if any member would like to provide feedback about any element of ICAC outside of this process, it is welcomed and encouraged	ICAC members	completed
95	Meeting Action	Priority Development Area (The Waterfront)	ICAC would like to be consulted	n/a	August 2015 meeting	ICAC Meeting Facilitator to touch base with Council's Planning & Development section to ensure that during the consultation process that ICAC members have the opportunity to provide feedback via the appropriate mechanisms. The consultation is planned to commence in July for a period of 30 days. There is a submission lodgement process that must be followed - Melissa will notify ICAC members when the consultation process starts and how members can make a submission.	ICAC Meeting Facilitator	completed
96	Meeting Action	HERE4LIFE initiative	Distribution of information regarding this initiative	n/a	n/a	Melissa Varnes to distribute information provided by Sam Reuben regarding the HERE4LIFE event to the committee	ICAC Meeting Facilitator	completed
97	Meeting Action	Community Learnscapes Presentation	ICAC member details to be forwarded to Penny Claringbull for inclusion into the mailing list re: upcoming ISS activities	n/a	n/a	Melissa to arrange with Governance	ICAC Meeting Facilitator	completed