



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 1 February 2024

I hereby give notice that a Access and Inclusion Advisory Committee Meeting will be held on:

Date: Thursday, 1 February 2024

Time: 1:30 PM

**Location: Meeting Room Guyugwa (Casuarina Library Meeting Room)
17 Bradshaw Terrace, Casuarina**

**Simone Saunders
Chief Executive Officer**

ACCESS AND INCLUSION ADVISORY COMMITTEE MEMBERS

Chairperson Stephanie Ransome
Councillor Sylvia Klonaris
Building Advisory Services Alison Warwick
Council on the Ageing NT Cecilia Chiolero
Department of Infrastructure, Planning and Logistic Bernie Ingram
National Disability Services NT Mick Fallon
Community Member Kyle Adams
Community Member Martin Blakemore
Community Member Kim Caudwell
Community Member Debbie Reeves
Community Member Lachlan Rowe
Community Member Sarah Skopellos
Community Member Lynne Strathie
Community Member Rajeev Thayil
Alternate Councillor Kim Farrar

OFFICERS

Community Development Officer, Heather Docker

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1 Meeting Declared Open

2 Acknowledgement of Country

3 Apologies and Leave of Absence

3.1 Apologies

3.2 Leave of Absence

3.3 Leave of Absence Notified

4 Electronic Attendance

4.1 Electronic Attendance

4.2 Electronic Attendance Notified

5 Declaration of Interest

6 Confirmation of Previous Minutes

Access and Inclusion Advisory Committee Meeting - 30 November 2023

7 Actions Arising From Previous Minutes

8 Presentations

9 OFFICER REPORTS**9.1 ONGOING ACTION LIST**

Author: Community Development Officer
Authoriser: Executive Manager Community and Cultural Services
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Ongoing Action List be received and noted.

The Ongoing Action List will be a standing agenda item for information of the Committee.

Action	Who	Status	Date added
Fannie Bay Shopping Centre accessible upgrades	Project Delivery City of Darwin	Ongoing	26/4/2022
Accessible Business Seminar	Community Development Officer	Harry's Place 19 & 21 March 2024	5/10/2023
As Built Review of Jingili Water Garden Adult Change Facility	Community Development Officer	Review completed	5/10/2023

Action	Who	Status	Date added
Access Audit of Bombing of Darwin Event	City of Darwin Events & Community Development Officer	Completed - Recommend event day assessment 19/2/2024	5/10/2023
City of Darwin Access Strategy	Community Development Officer & Committee	Procurement process underway	30/11/2023
Reporting issues for repair in municipality Use Click and Fix or email darwin@darwin.nt.gov.au	Committee	Ongoing	30/11/2023
Capital projects for consideration by committee	Committee	Ongoing	30/11/2023
Improve sound for hybrid meetings	Community Development Officer	Completed	30/11/2024
Adult Change Facility at Palmerston Bus Interchange	Committee	Completed	30/11/2023
Increase Event Accessibility	Community Development Officer	Focus for 2024	30/11/2023
Logging accessibility issues	Committee to	Focus for 2024	30/11/2023

Action	Who	Status	Date added
on Footpaths through Click n Fix	log on Click n Fix		
Increasing accessible Parking	Committee to consider in capital funds allocation	Focus for 2024	30/11/2023
Increasing accessibility communications and web	Funded project underway	Focus for 2024	30/11/2023

9.2 REVIEW TERMS OF REFERENCE - ACCESS & INCLUSION ADVISORY COMMITTEE

Author: Community Development Officer
Authoriser: Executive Manager Community and Cultural Services
Attachments: 1. Tracked changes Access & Inclusion Advisory Committee Terms of Reference

RECOMMENDATIONS
 Council Officers plan to recommend the following at a subsequent Council meeting:

1. THAT the report entitled Review of Terms of Reference – Access and Inclusion Advisory Committee be received and noted.
2. THAT the Access and Inclusion Advisory Committee endorse the proposed changes to the Functions and Membership sections at **Attachment 1** and refer these to Council for approval.

PURPOSE
 The purpose of this report is to seek endorsement on the review of the Access and Inclusion Advisory Committee’s Functions and Membership sections of the terms of reference.

KEY ISSUES

- In accordance with the current terms of reference a review is to take place.
- At the Access and Inclusion Advisory Committee meeting on 1 December 2023, the committee were informed that a review would be undertaken at the first scheduled meeting in 2024.
- City of Darwin Officers have conducted a review of the Functions and Membership sections and the suggested changes are presented for endorsement.

DISCUSSION
 A review of the Functions and Membership sections of the terms of reference has been undertaken and suggested changes are contained in the document at **Attachment 1** as tracked changes.
 Following consideration of the suggested changes the meeting, City of Darwin’s Governance team will incorporate these into the standard template for Council’s approval.

PREVIOUS COUNCIL RESOLUTION
 At the 30 November meeting, the Access and Inclusion Advisory Committee Council resolved:
COMMITTEE RESOLUTION AAIAC020/23

4. THAT the Access and Inclusion Advisory Committee notes that the Terms of Reference will be reviewed at the first scheduled meeting in 2024.

STRATEGIC PLAN	2 A Safe, Liveable and Healthy City
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ALIGNMENT	2.2 By 2030, Darwin will be increasingly recognised as a liveable city
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: <i>Local Government Act 2019</i>
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

4. FUNCTIONS

The functions of the Access and Inclusion Advisory Committee are to:

- a) Represent the access and inclusion needs of the Darwin community.
- b) Advise Council on ways to actively contribute to the development and implementation of best practice policy, procedures, planning, and programming to increase community inclusion outcomes.
- c) Identify actions that City of Darwin can take to improve access and inclusion of Council's services, facilities, and programs.
- d) Identify gaps, issues and challenges relating to access and inclusion that City of Darwin can advocate for and/or partner with businesses, services and organisations to address.
- e) Advocate for access and inclusion through providing education and information to improve community awareness of the needs and rights of those with access and inclusion issues, through positive and proactive media, social marketing, community events, festivals, forums, and other initiatives.
- f) Keep Council informed on industry developments, standards, and legislation which can improve access and inclusion to Council services, facilities, and programs.
- g) Guide the review development and implementation of City of Darwin's Access and Inclusion Plan Strategy and review of existing-

5. MEMBERSHIP

In accordance with the *Local Government Act 2019*, the City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication and commitment to the purpose of the group.

Membership provisions

- a) Up to ~~ten~~ eight community members, ~~with a minimum number of six;~~ and
- b) Four organisational memberships consisting of:
 - i. National Disability Services NT (NDS NT)
 - ii. Council on the Ageing NT (COTA NT)
 - iii. Relevant ~~Identified~~ Northern Territory Government representative(s)
 - iv. Identified organisation representing vulnerable members of the community which could include disability, refugees and/or new migrants, ~~Indigenous peoples,~~ and the LGBTQI+ community.
- ~~c) An organisational or community member is to identify as First Nations representative (appropriate organisation or community member)~~
- e)d) One Council Member (and one Alternate Council Member)

9.3 CITY OF DARWIN COMPREHENSIVE EVENTS AND ACTIVITIES APPLICATION

Author: Community Development Officer

Authoriser: Executive Manager Community and Cultural Services

Attachments: 1. Access and Inclusion - Comprehensive Events and Activities Application

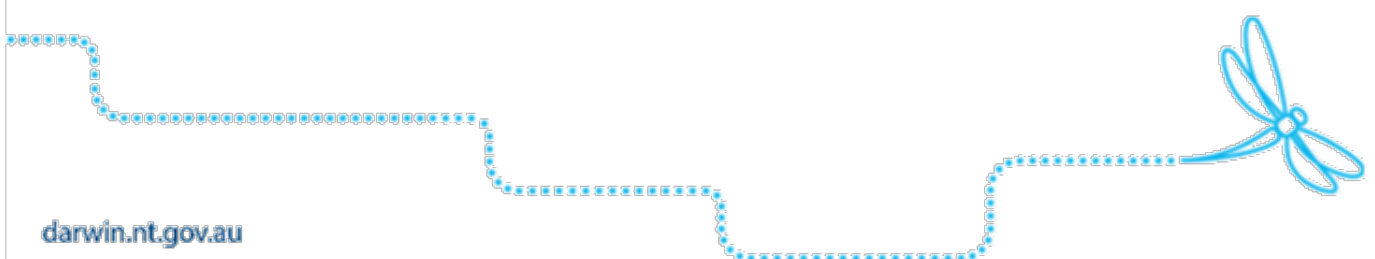
RECOMMENDATIONS

THAT the report entitled City of Darwin Comprehensive Events and Activities Application be received and noted.

Senior Coordinator Place Activation and Events has asked the committee to review and give feedback and recommendations on the Access and Inclusion chapter of the City of Darwin Comprehensive Events and Activities Application at **Attachment 1**.



Comprehensive events and activities application



darwin.nt.gov.au



Section 10 - Access and inclusion

Please provide details of access and inclusion measures that will be present at this event, with this application.

Community members may face barriers when participating in community events in a variety of ways. Community could face the following difficulties when attending events?

- Hearing what is said at your event
- Seeing small print on an invitation or promotional materials
- Climbing steps or uneven surfaces
- Narrow pathways/seating
- Noise and Crowds
- Using toilets provided
- Accessing parking or safe drop off zones at the event entrance

For more detailed information please check out our website:

<https://www.darwin.nt.gov.au/community/services/access-and-inclusion/overview>

How can I improve access and inclusion at my event?

We've created a list of considerations below that you can implement to improve the inclusivity of the event.

Promotional material

- Is there promotional material available in accessible formats? e.g. large print.
- Is the text at least a minimum of 12 point type size and is there an absence of background graphics and patterns?
- Does the invitation or promotional material list accessibility features, e.g. hearing loops, accessible parking and accessible toilets.
- Is the language appropriate? e.g. talking about 'accessible toilets and parking' rather than 'disabled toilets and parking'.
- Have you encouraged your audience to identify their access requirements? e.g. a sign language interpreter.
- Have you provided information about accessible public transport points close to the venue?

Indoor facilities

- Is there level access to and within the venue with no steps or other barriers:
 - From accessible parking spaces or other arrival points through the main entrance(s)?
 - To all the areas being used by participants including conference rooms, dining areas, outside areas and exhibition areas?
- Are doors easy to open and wide enough for a person using a wheelchair or scooter to get through?



- If participants have to use a lift, is it big enough for a person using a wheelchair or scooter to get in and out?
- Is there an accessible unisex toilet at the same location as other toilets, or close by?
- Is there good lighting and acoustics?
- If the venue has an inbuilt PA system, is there also a hearing loop or similar system to assist people with hearing impairment?
- Does the venue have clear signage?
- Is the venue clear of obstacles and trip hazards?
- Do guests have access to a separate, quiet area to allow them to take a break, if needed?

Outdoor facilities

- Are there accessible portable toilets?
- Is there adequate accessible parking and drop off zones close to the event entrance?
- Are there clear signs to identify the location of features such as toilets, first aid points and main event spaces?
- Are there designated areas reserved for people using wheelchairs close to stages or main event areas and good paths of travel to those areas?
- Does the event layout provide for the best access and circulation?

Staff and volunteer engagement

- Have staff been briefed on all the access provisions set in place for the event?
- Is someone responsible for addressing access issues if they arise during the event and do all team members know who that is?
- Do staff have a good understanding of appropriate ways to communicate with persons with a disability? e.g. focusing on the person, not their disability.

Other considerations

- Are processes in place for honouring Companion cards and similar services?
- Is there a broad range of food and drink items for participants to choose from, including for those with special dietary requirements?
- Have you considered employment opportunities for people with lived accessible experience, or engaging an organisation that supports disabled employees to deliver services at the event.
- Do participants have access to the safe reporting of harassment or discrimination?

Access appraisals and disability awareness training

- Association of Consultants in Access Australia Inc. has a list of members who can provide access services and disability awareness training: <https://www.access.asn.au/>



Disability services

- The Northern Territory Council of Social Service (NTCOSS) has a directory for accessing up-to-date listings of community sector social services available in the Northern Territory: <https://ntcoss.org.au/directoryLAW>:
- Australian Human Rights Commission: <https://www.humanrights.gov.au/our-work/disability-rights>
- Northern Territory Anti-Discrimination Commission: <http://www.adc.nt.gov.au/>

9.4 ACCESS AND INCLUSION ADVISORY COMMITTEE OPERATIONAL BUDGET 2023/2024

Author: Community Development Officer
Authoriser: Executive Manager Community and Cultural Services
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Access and Inclusion Advisory Committee Operational Budget 2023/2024 be received and noted.
2. THAT the Access and Inclusion Advisory Committee recommend to Council the following allocation of from the Disability Access Operational Budget

Project	Cost
Total	

City of Darwin allocates approximately \$55 000 towards capital works as prioritised by the Access and Inclusion Advisory Committee and approved by Council each financial year.

Currently \$16,815 is committed based on this process for 2023/2024.

This report proposes additional recommendations to Council regarding the 2023/2024 Disability Access Operational budget with a total of \$14,166.

Project	Cost
Access Audit of Bombing of Darwin Event Day & temporary parking signage	\$1,000
Accessibility Seminars (two) incidentals	\$2,536
Access Guides for Parap and Nightcliff Pools (\$5,315 each)	\$10,630
Total	\$14,166

Access Audit of Bombing of Darwin Event – Event Day

Local disability services organisation Carpentaria have completed a site visit and supplied a letter of recommendation regarding access for Bombing of Darwin event.

To further support and supply recommendations for 2025 Carpentaria will attend the event itself to further assess and support.

Accessibility Seminars for local businesses - incidentals

As recommended by the committee on 5 October 2023 Accessibility Seminars for local businesses will be held at Harry's Place, 1 Willeroo Street, Tiwi. This is an accessible space with modern meeting facilities. This will accommodate 64 people for each seminar.

Seminars will be scheduled from 8am to 10am on Tuesday 19 March and Thursday 21 March 2024 Breakfast will be supplied.

The onsite Café supporting employment of people with a disability will cater for the event.

Incidental costings per seminar are:

- \$400 + GST room hire
- \$768 + GST catering at \$12 per person for 64 attendees
- \$100 tea/coffee/juice

That is a total of \$,1268.00 for each seminar, a total of \$2,536.

Access Guides for Parap and Nightcliff Pools

City of Darwin in line with the Access and Inclusion Advisory Committee's focus for 2024 to increase accessibility communications this project will have a detailed guide to accessing and using these City of Darwin facilities available on the City of Darwin website.

The Nightcliff Pool is available for assessment immediately. Parap pool will be assessed after the installation of a pool hoist which is scheduled for the first quarter of 2024.

On completion of the Casuarina Aquatic and Leisure Centre an access guide will be completed for this asset.

A completed guide for Nightcliff and Parap Pools has been quoted at \$5,315 each.

Previous Council Decisions

At the Ordinary Council meeting on 31 October 2023 Council endorsed the committee's following recommendation:

1. THAT Council transfer an amount of \$55,000 from the Disability Access Capital Projects budget to the Disability Access Operational Projects budget.
2. THAT Council approve the following projects to be funded from the Disability Access Operational Projects budget:

Project	Cost
Access Audit of Bombing of Darwin	\$1,100
Accessibility Seminar	\$11,200
Changing Places Assessment	\$4,515
Total	\$16,815

Previous discussion in Access and Inclusion Advisory Committee

It should be noted that the AIAC may wish to support the delivery of an additional two Accessibility Seminars for local businesses and incidentals once the first two seminars are delivered. The approximate costs would be \$13,736.

10 MEMBER REPORTS

11 GENERAL BUSINESS

12 Next Meeting

13 Closure of Meeting



MINUTES

**Access and Inclusion Advisory
Committee Meeting**

Thursday, 30 November 2023

**MINUTES OF CITY OF DARWIN
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM GUYUGWA (CASUARINA LIBRARY MEETING ROOM), 17
BRADSHAW TERRACE, CASUARINA
ON THURSDAY, 30 NOVEMBER 2023 AT 1:30 PM**

- PRESENT:** Chairperson Sarah Skopellos
Councillor Sylvia Klonaris
Council on the Ageing NT Cecilia Chiolero
Department of Infrastructure, Planning and Logistic Bernie Ingram
National Disability Services NT Mick Fallon
Community Member Kim Caudwell
Community Member Debbie Reeve
Community Member Lynne Strathie
- OFFICERS:** Heather Docker (Community Development Officer)
Angela O'Donnell (Executive Manager Community and Cultural Services)
Sueanne Johns (Coordinator Community Inclusion)
Jenelle Saunders (Arts and Cultural Development Officer)
- APOLOGY:** Community Member Martin Blakemore
Chairperson Stephanie Ransome
- GUESTS:** Tim O'Neill (NTG)

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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1:38pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE

3.1 Apologies

Community Member Martin Blakemore

Stephanie Ransome

3.2 Leave of Absence

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Department of Infrastructure, Planning and Logistic Bernie Ingram
National Disability Services NT Mick Fallon

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 Declaration of Interest by Members

Nil

5.2 Declaration of Interest by Staff

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION AAIAC019/23

Moved: Community Member Lynne Strathie

Seconded: Community Member Debbie Reeves

THAT the minutes of the Access and Inclusion Advisory Committee Meeting held on 5 October 2023 be confirmed.

CARRIED 8/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 MEETING DATES AND COMMITTEE REVIEW****COMMITTEE RESOLUTION AAIAC020/23**

Moved: Council on the Ageing NT Cecilia Chiolero

Seconded: Community Member Lynne Strathie

Council Officers plan to recommend the following at a subsequent Council meeting:

1. THAT the report entitled Frequency of Meetings and Committee Review be received and noted.
2. THAT the Access and Inclusion Advisory Committee sets its meeting schedule for 2024 as follows:
 - a) meetings to be held on a Thursday
 - b) meetings to be held at 1.30pm – 3:00pm
 - c) meetings to be held in Guyugwa, Casuarina Library or electronically via Teams
 - d) meetings to be held on
 - i. 1 February 2024
 - ii. 4 April 2024
 - iii. 6 June 2024
 - iv. 1 August 2024
 - v. 3 October 2024
 - vi. 28 November 2024
3. THAT the Access and Inclusion Advisory Committee notes the review undertaken for 2023 at **Attachment 1**
4. THAT the Access and Inclusion Advisory Committee notes that the Terms of Reference will be reviewed at the first scheduled meeting in 2024.

CARRIED 8/0

Attachment 1 – Annual Review 2023

Committee Functions	Result
Functions of the Committee achieved	The committee continues to advocate, inform and guide Council on improved access and inclusion for all people, including people with disabilities, living, working, studying or visiting City of Darwin.
Committee scheduled their frequency of meetings, times and locations the calendar year prior	Six meetings were scheduled for 2023 meeting every second month on the first Thursday of the month excluding November where it was the last Thursday. February April June August October November
Membership Provisions of the Committee achieved	The Committee has maintained consistent organisational representation throughout 2023: <ul style="list-style-type: none"> • Council on the Ageing NT • National Disability Services • Building Advisory Services • Department of Infrastructure, Planning and Logistics <p>Community Members are independent representatives with lived experience of disability and/or as carers, multicultural background and/or under represented communities.</p>
Number of scheduled meetings for the calendar year achieved	All scheduled meetings achieved quorum and went ahead. Online attendance was available at meetings to ensure quorum and member attendance.
Achievements / Highlights	<ul style="list-style-type: none"> • Recommendations to Council for allocation of budget to: <ul style="list-style-type: none"> ○ Access Audit of Bombing of Darwin Event ○ Business Accessibility Seminars ○ Adult Change Facility Assessment • Completion of upgrade to Jingili Water Gardens accessible car park • Guidance given to Council officers in the areas of: <ul style="list-style-type: none"> ○ Tactile Ground Surface Indicators ○ International Women’s Day Accessibility ○ Events on City of Darwin land & Accessibility ○ City of Darwin Event Guide & Accessibility • Council Officers and Committee members presented to the Committee in relation to accessibility on the following topics:

Committee Functions	Result
	<ul style="list-style-type: none"> ○ Psychological Accessibility ○ Disability Access Capital Projects ○ Events on City of Darwin land ○ City of Darwin Strategies ○ Casuarina Aquatic and Leisure Centre ● Highlighted concerns on footpaths maintenance and removals

Unconfirmed

9.2 UPDATE ON PROJECTS RECOMMENDED BY COMMITTEE TO COUNCIL

COMMITTEE RESOLUTION AAIAC021/23

Moved: Council on the Ageing NT Cecilia Chiolero

Seconded: Community Member Sarah Skopellos

THAT the report entitled Update on Projects Recommended by Committee to Council be received and noted.

CARRIED 8/0

10 MEMBER REPORTS

10.1 ACCESS AND INCLUSION ADVISORY COMMITTEE FOCUS AREAS FOR 2024

COMMITTEE RESOLUTION AAIAC022/23

Moved: Community Member Sarah Skopellos

Seconded: Community Member Debbie Reeves

1. THAT the report entitled Access and Inclusion Advisory Committee Focus Areas for 2024 be received and noted.
2. THAT the focus areas of the Committee in 2024 will be
 - a) Accessibility of events
 - b) Footpaths
 - c) Parking
 - d) Communications tool to community on accessibility.
3. THAT the Access and Inclusion Advisory Committee invite a representative of City of Darwin events team to attend our meetings for 2024 to improve accessibility and inclusion and develop a framework for events on City of Darwin land.

CARRIED 8/0

11 GENERAL BUSINESS

11.1 PEDESTRIAN CROSSINGS

Member Sarah Skopellos to give further information to the Committee regarding provision of pedestrian crossings on Dick Ward Drive, Coconut Grove and Casuarina Drive, Nightcliff.

12 NEXT MEETING

Thursday 1 February 2024

13 MEETING CLOSED

The Chair declared the meeting closed at 3:04 pm.