



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 30 November 2023

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

Date: Thursday, 30 November 2023

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 - 5 October 2023

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 MEETING DATES AND COMMITTEE REVIEW

Author: Community Development Officer

Authoriser: Coordinator Recreation and Leisure

Attachments: 1. **Access and Inclusion Advisory Committee Performance Summary**
[↓](#)

RECOMMENDATIONS

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
 - c) meetings to be held in Guyugwa, Casuarina Library or electronically via Teams
 - d) meetings to be held on
 - i. 1 February 2024
 - ii. 2 May 2024
 - iii. 1 August 2024
 - iv. 7 November 2024

or

 - 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.

PURPOSE

The purpose of this report is to propose the meeting schedule for 2024 and action the committee review in accordance with the terms of reference.

KEY ISSUES

- In accordance with the terms of reference the following is to take place:

- schedule the meetings
- review the terms of reference
- review the committee performance
- City of Darwin's Governance team is currently undertaking administrative updates to all terms of reference to align to legislation requirements and City of Darwin's style branding guidelines.
- It is planned that the review of the committee's terms of reference be undertaken at the first scheduled meeting in 2024.
- A summary of the committee's 2023 performance is provided for discussion at **Attachment 1**.

DISCUSSION

Dates, time and location of meetings is to be determined by the committee. The dates presented are for endorsement or discussion of alternative dates as determined by the committee.

It is noted that attendance at the meetings will be offered in person and via Microsoft Teams.

Proposed 2024 dates, time and location are:

- a) meetings to be held on a Thursday
- b) meetings to be held at 1.30pm
- c) meetings to be held in Guyugwa, Casuarina Library or electronically via Teams
- d) meetings to be held on
 - i. 1 February 2024
 - ii. 2 May 2024
 - iii. 1 August 2024
 - iv. 7 November 2024

or

- i. 1 February 2024
- ii. 4 April 2024
- iii. 6 June 2024
- iv. 1 August 2024
- v. 3 October 2024
- vi. 28 November 2024

Details on 4 or 6 meetings for the calendar year have been provided. As per the Terms of Reference the committee will meet at least four times per year and no more than eight.

Committee Review

The committee is required to review its terms of reference and conduct a review pursuant to the terms of reference.

City of Darwin's Governance team is currently undertaking administrative updates to all terms of reference to align to legislation requirements and City of Darwin's style branding guidelines.

It is planned that the review of the committee's terms of reference be undertaken at the first scheduled meeting in 2024.

A summary of the committee's 2023 performance is provided for discussion at **Attachment 1**.

PREVIOUS COUNCIL RESOLUTION

At the 3 November 2022 meeting the committee recommended:

THAT the report entitled Frequency of Meetings, Time and Location be received and noted.

2. THAT the Access and Inclusion Advisory Committee adopts the following schedule for meetings in 2023:

Meetings to be held on Thursdays

Meetings to be held from 1.30pm to 3.00pm

Meetings to be held at Casuarina Library

Six meetings to be held on:

- i. 2 February 2023
- ii. 6 April 2023
- iii. 1 June 2023
- iv. 3 August 2023
- v. 5 October 2023
- vi. 30 November 2023

With additional meetings determined by the Committee if required.

COMMITTEE RESOLUTION: AAIAC021/22

STRATEGIC PLAN ALIGNMENT	2 A Safe, Liveable and Healthy City 2.2 By 2030, Darwin will be increasingly recognised as a liveable city
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Budget/Funding: N/A Is Funding identified: N/A Existing Position No: N/A Contractor: N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: N/A Policy: N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Tactics: N/A Internal: N/A External: N/A
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter.

	<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>
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Access and Inclusion Advisory Committee

Annual Review

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 Community Members are independent representatives with lived experience of disability and/or as carers, multicultural background and/or under represented communities.



Committee Functions	Result
<p>Number of scheduled meetings for the calendar year achieved</p>	<p>All scheduled meetings achieved quorum and went ahead. Online attendance was available at meetings to ensure quorum and member attendance.</p>
<p>Achievements / Highlights</p>	<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: <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

9.2 UPDATE ON PROJECTS RECOMMENDED BY COMMITTEE TO COUNCIL

Author: Community Development Officer
Authoriser: Coordinator Recreation and Leisure
Attachments: Nil

RECOMMENDATIONS

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

The Community Development Officer will update the Committee on the progress of the projects recommended and endorsed by Council for 2023/2024.

- Assessment of adult change facility
- Access assessment of Bombing of Darwin Event
- Access Seminars for Businesses

10 MEMBER REPORTS**10.1 ACCESS AND INCLUSION ADVISORY COMMITTEE FOCUS AREAS FOR 2024**

Author: Community Development Officer
Authoriser: Coordinator Recreation and Leisure
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Access and Inclusion Advisory Committee Focus Areas for 2024 be received and noted.

Committee members to discuss areas to focus on in 2024 in advocating, informing and guiding Council on improved access and inclusion for all people, including people with disabilities, living, working, studying or visiting City of Darwin.

Projects scheduled for City of Darwin in 2024 are:

- Review of Access and Inclusion Plan
- Upgrade to accessibility of website and facilities finder

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING

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MINUTES

Access and Inclusion Advisory Committee Meeting

Thursday, 5 October 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, 5 OCTOBER 2023 AT 1:30 PM**

- PRESENT:** Chairperson Stephanie Ransome, Councillor Sylvia Klonaris, Council on the Ageing NT Cecilia Chiolero, Department of Infrastructure, Planning and Logistic Bernie Ingram, Community Member Kyle Adams, Community Member Martin Blakemore, Community Member Kim Caudwell, Community Member Debbie Reeves, Community Member Lynne Strathie, Community Member Rajeev Thayil
- OFFICERS:** Lyle Hebb (Senior Manager Major projects), Jane Bland (Supervisor Council Governance), Heather Docker (Community Development Officer)
- APOLOGY:** Community Member Lachlan Rowe, National Disability Services NT Mick Fallon, Community Member Sarah Skopellos, Building Advisory Services Alison Warwick
- GUESTS:** Sarah O'Mara (Flare Access)

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	Nil	
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12	Next Meeting – 30 November 2023	7
13	Meeting Closed	7

Unconfirmed

1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1.36pm

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 Lachlan Rowe

National Disability Services NT Mick Fallon

Community Member Sarah Skopellos

Building Advisory Services Alison Warwick

3.2 Leave of Absence

Nil

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Department of Infrastructure, Planning and Logistic Bernie Ingram

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 Declaration of Interest by Members

Debbie Reeves – Employed by Australian Institute of Company Directors who are currently delivering training to Local Government Association of the Northern Territory which includes City of Darwin

Stephanie Ransome – Employed by Helping People Achieve who are contracted by City of Darwin to operate the Trash and Treasure Shop at Shoal Bay Waste Management Facility.

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION AAIAC014/23

Moved: Community Member Kim Caudwell
Seconded: Community Member Martin Blakemore

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 3 August 2023 be confirmed.

CARRIED 9/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

8 PRESENTATIONS

9 OFFICER REPORTS

1.43pm Council on the Ageing NT Cecilia Chiolero arrived

9.1 CASUARINA AQUATIC AND LEISURE CENTRE UPDATE

COMMITTEE RESOLUTION AAIAC015/23

Moved: Community Member Martin Blakemore
Seconded: Community Member Kim Caudwell

THAT the report entitled Casuarina Aquatic and Leisure Centre Update be received and noted.

CARRIED 10/0

9.2 CITY OF DARWIN GOVERNANCE UPDATE**COMMITTEE RESOLUTION AAIAC016/23**

Moved: Community Member Debbie Reeves
 Seconded: Council on the Ageing NT Cecilia Chiolero

THAT the report entitled City of Darwin Governance Update be received and noted.

CARRIED 10/0**9.3 DISABILITY ACCESS PROGRAM 2023/24 BUDGET****COMMITTEE RESOLUTION AAIAC017/23**

Moved: Councillor Sylvia Klonaris
 Seconded: Community Member Kim Caudwell

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

1. THAT the report entitled Disability Access Program 2023/24 Budget be received and noted.
2. THAT the Access and Inclusion Advisory Committee recommend to Council to move the 2023/24 \$55,000 allocated to the Disability Access Capital Projects to Disability Access operational budget.
3. THAT the Access and Inclusion Advisory Committee recommend the following projects for allocation of the Disability Access Capital Projects 2023/24 budget should it be varied to an operational budget.

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

CARRIED 10/0**10 MEMBER REPORTS**

Nil

11 GENERAL BUSINESS**11.1 ACCESS AND INCLUSION ADVISORY COMMITTEE UPDATES****COMMITTEE RESOLUTION AAIAC018/23**

Moved: Community Member Debbie Reeves
 Seconded: Council on the Ageing NT Cecilia Chiolero

THAT the report entitled Access and Inclusion Advisory Committee Updates be received and noted.

CARRIED 10/0

12 NEXT MEETING – 30 NOVEMBER 2023

13 MEETING CLOSED

The Chair declared the meeting closed at 2.57 pm.

Unconfirmed