

ATTACHMENT

City of Darwin Access Strategy

2025-2030

Consultant Project Brief



Contents

1. Client:	1
2. Project Title:	1
3. Project Aim:	1
4. Objectives:	1
5. Current Issues:	1
6. Project Tasks:	1
7. Project Outcomes:	2
8. Background Material:	2
9. Project Timing:	3
10. Reporting Requirements:	3
11. Project Governance:	3
12. Stakeholders:	3
13. Selection Criteria:	4
14. Project Budget:	4
15. Submission Requirements:	4
16. Contract Conditions:	6
17. Changes to the Brief:	6
18. Media Liaison:	6
19. Conflict of Interest:	6
20. Further Information:	6

1. Client

City of Darwin
GPO Box 84
Darwin NT 0801

2. Project Title:

City of Darwin Access Strategy 2025 – 2030

3. Project Aims

Articulate a five-year strategic planning vision for the City of Darwin that will promote, support, and increase accessibility for people with disability who live, work, study and visit the municipality.

4. Objectives

- Create a flexible, outcomes-focused Access Strategy to be referred to and drawn upon by Council, and other relevant community stakeholders.
- Alignment with City of Darwin's 2030 Strategic Plan – City for People. City of Colour.
- Define how City of Darwin will measure outcomes and demonstrate the success of the work undertaken over the life span of the Strategy.

5. Current Issues

City of Darwin's most recent guiding document in this area is its Access and Inclusion Plan 2019 - 2022 is overdue for renewal. To ensure City of Darwin remains responsive to the ever-changing needs of our community a guiding document should be reviewed and redeveloped every five years.

City of Darwin plays a pivotal role in providing a diverse service and range of opportunities for the community. City of Darwin is well placed to facilitate cross sector collaboration as well as increase accessibility. Participation, leadership, partnerships, and innovation are intrinsic to the development of this strategy.

Development of an Access Strategy will enable City of Darwin to work collaboratively with the community, industries, and individuals to develop a capital city with best practice and sustainable infrastructure that is safe, liveable and healthy.

A city that facilitates equitable and dignified access to City of Darwin services. The Access Strategy will drive the strategic direction of City of Darwin's work in relation to access for people with disability, who are ageing and have general access requirements across five years. The strategy will consolidate achievements and strengths of City of Darwin's preceding Access and Inclusion Plan, including built and natural environment, communications, services, and programs as well as internal City of Darwin's operations. It will be based on current research, national and Territory policy, and consultation with disability and social service industries, community stakeholders, people with disability, and City of Darwin Officers representing various departments across the organisation.

6. Project Tasks

The Consultant will:

- Undertake a review of relevant Access and Disability plans, policies, action plans, research, and consultation reports.
- In line with City of Darwin's Community Engagement Policy and reflecting the International Association for Public Participation (IAP2) Principles of Engagement, develop and present an engagement and communications plan to the Project Control

Group. The plan should reflect two engagement phases, with the first phase designed to seek community and stakeholder input and feedback, and the second phase designed to inform the community and stakeholders of how their input has influenced the final Strategy.

- Implement the actions included in the communications and engagement, namely conduct meaningful and inclusive stakeholder and community engagement and communication activities across all wards and deliver these in an accessible fashion. These actions will include, but are not limited to:
 - Development and implementation of agenda and activities for stakeholder workshops, focus groups and/or interviews
 - Development and distribution of correspondence with stakeholders
 - Copy writing for Engage Darwin website, including online survey, fact sheet, FAQs
 - Graphic design for fact sheet
 - Development of social media content
 - Graphic design and media buy for advertising.
- Develop and present an Engagement Outcomes Report to the Project Control Group following the completion of the first phase of engagement, outlining the feedback received during the engagement process, for presentation to City of Darwin's Council for receiving and noting.
- Use findings of engagement process and literature review to inform development of a draft Access Strategy 2025-2030 that includes:
 - Articulation of City of Darwin's role in supporting and improving accessibility
 - A statistical snapshot of disability across Darwin
 - Up to five priority areas supported by objectives, outcomes, and measures
 - Overview of existing City of Darwin infrastructure and programs that support accessibility
 - Identification of opportunities for new social and physical infrastructure
 - Page-at-a-glance overview of the Access Strategy 2025-2030
- Prepare an Implementation Plan for the Access Strategy 2025-2030 that identifies City of Darwin's role as a provider, funder, regulator, partner, facilitator and/or advocate in relation to identified priorities and objectives
- Provide details on how the final Access Strategy 2025 – 2030 can be presented and made available in accessible format/s.

7. **Project Outcomes**

The key outputs within the project will be:

- **City of Darwin Access Strategy 2025-2030**
- **City of Darwin Access Strategy 2025-2030 on a page**
- **Engagement and communications plan**
- **Engagement report.**

8. **Background Material**

Pre-project planning to involve comprehensive understanding of the following documents:

City of Darwin Access and Inclusion Plan 2019-2022
 City of Darwin Strategic Plan 2030
 City of Darwin Community Engagement Policy
 City of Darwin Communications and Media Policy

Review of the following documents is recommended:

City of Darwin's –

- Community Wellbeing Plan for a Healthy Darwin 2014-2020
- Library Strategy 2020-2024
- Reconciliation Action Plan 2023-2025
- Sports Field Plan 2016-2026
- Youth Strategy 2022-2026
- Creative Strategy 2024-2030
- Community Inclusion Policy
- Movement Strategy
- Play Space Strategy

Northern Territory Government's Disability Strategy

Other documents may include ABS data

Federal Government Disability Policy documents or
Strategies

9. Project Timing

The project will be guided by the following estimated timeframes. Final timeframes will be agreed in writing with the approved consultant and may change.

Task	Target Date
Closing date for submissions	16 August 2024
Proposal assessment	19 August 2024
Confirm successful consultant	26 August 2024
Project commencement	27 August 2024
Literature Review + Consultation Planning	September 2024
Engagement process	October 2024
Data Analysis / Identification of Themes	November 2024
Development of DRAFT Strategy	December 2024
Draft Strategy presented	January 2025

10. Reporting Requirements

The project consultant will be required to meet with City of Darwin's Project Manager and Engagement lead at key stages throughout the project. The project consultant will also be required to provide a fortnightly update to the Project Manager regarding progress and highlighting any planning or process issues that may impact on delivery of the project.

11. Project Governance

City of Darwin's Project Manager and key contact will be Andrew Aragala, Senior Coordinator Community Inclusion (08 8930 0428), who will provide day to day support, advice, and guidance to the consultant. The Project Manager will support work with internal stakeholders to provide input throughout the planning process and meetings will include City of Darwin's Engagement Lead. The Executive Manager of Community and Cultural Services Angela O'Donnell will also support this project. City of Darwin may negotiate a project control group structure for the governance of this project.

12. Stakeholders

Stakeholders to be consulted during this project will include, but not necessarily limited to:

Internal Stakeholders:

- Elected Members
- City of Darwin Community Hub
- City of Darwin Innovation Hub
- City of Darwin Corporate Hub
- City of Darwin Office of Lord Mayor and CEO Hub

External Stakeholders

- City of Darwin Access and Inclusion Advisory Committee
- City of Darwin Arts and Cultural Advisory Committee
- Disability and Access sector i.e., Service Providers
- DiversAbility Collective

- Peak bodies – Integrated disAbility Action, Inclusion Australia, Dementia Australia, Autism NT and others
- Larrakia Nation Aboriginal Development Corporation
- Larrakia Development Corporation
- Council of the Aging
- NT Council of Social Services
- Arts Access NT
- City of Darwin Youth Advisory Committee
- City of Darwin Reconciliation Advisory Committee
- Office of Disability and Senior Territorians
- Festivals and events
- Darwin based access consultants i.e., Carpentaria and Flare Access
- Chamber of Commerce
- Darwin Retailers Association
- Hospitality NT
- CSIRO
- Helping People Achieve
- Total Recreation
- Anglicare
- Sommerville Community Services
- Department of Infrastructure, Planning and Logistics
- Hon Ngaree Ah Kit, Minister for Disabilities

13. Selection Criteria

The following criteria will be used to assess submissions from consultants:

- Overall response to project and ability to address the project outcomes and tasks
- Project methodology
- A strong understanding of disability and access issues as they relate to Northern Territory settings, and specifically Darwin.
- Previous experience and a successful track record in achieving quality outcomes in similar projects, including related qualifications for, experience in, and commitment to genuine community engagement, preferably within the Darwin or the Northern Territory population
- A good knowledge of the principles of participation, interagency collaboration and community development
- Engagement skills, including IAP2 certifications, for consulting and ensuring an equity and diversity of voice is resonant in the content
- Credibility within the disability and support sector of Darwin
- Consideration of communication accessibility tools such as Easy Read in delivery of the Access Strategy.
- Commitment to an innovative and flexible preparation and delivery of the final plan, this includes an awareness of a need to use appropriate and inclusive language.

14. Project Budget

The consultant must agree to a fixed fee for conducting the entire project. This must include all sub-consultant fees, meeting time, venues if required, travelling and related expenses. Claims for additional disbursements or other fees will not be approved unless formally agreed as a variation to the original scope of works. Any such variations must be agreed in writing prior to implementation.

The indicative expected budget range for the project is \$45 000 - \$50 000.

15. Submission Requirements:

Submissions will include at a minimum the following:

1. Cost estimate
2. Methodology
3. Proposed work program, outlining various stages of the project
4. Details of outcomes which will be delivered
5. Details of past relevant experience including similar projects and referees
6. Details of the principal firm and individuals to be involved including abbreviated resumes, qualifications and experience of each person likely to be involved and estimated allocation of their time
7. Response to local content requirement including experience in the Darwin / NT or similar context and benefit to local economy and community through engagement of Consultant
8. Any other information considered relevant by the Consultant

The Consultant is to provide an electronic copy and a hard copy of their submission.

Proposals that do not address the consultancy outcomes in full, or do not offer a facilitator/s with experience and qualifications relevant to the project will not be considered.

16. Contract Conditions

Services General Conditions of Contract for engagement of consultants will apply.

Rights to ownership of all documents including intellectual property rights will be vested in the City of Darwin. The consultant must ensure that any person, including employees, agents, and sub-contractors, engaged by it in the provision of this service agrees to assign to City of Darwin all the property and copyright of the contract material.

17. Changes to the Brief

The consultant shall make every endeavor to carry out the requirements of this brief within the specified time frame with professional responsibility.

Should either the City of Darwin or the consultant find it necessary to seek changes to the arrangements specified in this brief, both parties are to consult at the earliest possible convenience in order to discuss such matters fully with a view to reaching a mutually satisfactory position.

18. Media Liaison

The consultant shall not be permitted to discuss this project or any associated issues with the media and will be required to direct any media enquiries to City of Darwin's Project Manager and internal Engagement Lead or refer to City of Darwin's media department.

19. Conflict of Interest

The consultant warrants that it does not hold any office or possess any property, is not engaged in any business, trade or calling and does not have any obligations by virtue of any contract whereby, directly or indirectly, duties or interests are or might be created in conflict with or might appear to be created in conflict with its duties and interests under this Contract.

The consultant shall inform City of Darwin of any matter that may give rise to an actual or potential conflict of interest at any time during the term of the Contract. City of Darwin may regard a conflict of interest as a breach of a fundamental term of this Contract and may elect to terminate the Contract under the provisions of the General Conditions of Contract.

20. Further Information

For further information, please contact:

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City of Darwin

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