



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 1 August 2024

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

Date: Thursday, 1 August 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

Community Member Stephanie Ransome
Community Member - Chairperson Debbie Reeves
Councillor Sylvia Klonaris
Community Member Tiffany Brown
Community Member Kim Caudwell
Council on the Ageing NT Cecilia Chiolero
National Disability Services NT Mick Fallon
Community Member Florence Henaway
Department of Infrastructure, Planning and Logistic Bernie Ingram
Community Member Lynne Strathie
Community Member Rajeev Thayil
Building Advisory Services Alison Warwick
Alternate Councillor Kim Farrar

OFFICERS

Community Development Officer, Ciella Williams
Andrew Aragala, Senior Coordinator Community Inclusion
Senior Coordinator Infrastructure, Tony Yiannakos

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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 - 6 June 2024

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 UPDATE ACCESS AND INCLUSION ADVISORY COMMITTEE

Author: Community Development Officer
Authoriser: Senior Coordinator Community Inclusion
Attachments: Nil

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to provide an update to the Access and Inclusion Advisory Committee on relevant business at City of Darwin.

KEY ISSUES

- Master Locksmith Access Keys (MLAK) for Community Members
- Click and Fix transition to Snap Send Solve

DISCUSSION**Master Locksmith Access Keys (MLAK) for Community Members**

City of Darwin provides free MLAKs to community members with access needs. These keys enable access to adult change facilities, Liberty Swings, and the Peter Mahony Fishing Platform, as well as other accessible facilities across Australia.

We have revised our process to make it easier to obtain an MLAK. Community members need to fill out an online form and collect the key from Customer Service.

Click and Fix transition to Snap Send Solve

The Click and Fix app will transition to Snap Send Solve on 1 September, allowing residents to report issues in the community in a more streamlined way.

Snap Send Solve is an Australian platform that works across municipalities around the country. It can easily identify whether an issue relates to a City of Darwin asset, and forward on requests to the appropriate parties. The integration into the website will be modelled on [Ipswich City Council](#)

The app can currently be accessed on our website, and Keith Whannell from Innovation is open to feedback on how accessible it is.

There will be a marketing campaign to advertise the new service. Innovation is happy to present at an AIAC meeting if the committee would like more information.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	2 A Safe, Liveable and Healthy City 2.1 By 2030, Darwin will be a safer place to live and visit
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Inform
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>

9.2 CASUARINA AQUATIC AND LEISURE CENTRE

Author: Community Development Officer
Authoriser: Senior Coordinator Community Inclusion
Attachments: Nil

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to provide an update on accessibility at the Casuarina Aquatic and Leisure Centre (CALC) following a site visit by Committee Members.

KEY ISSUES

- Adult Change Facility
- Community Room Fit Out
- Emergency Lighting
- Pool Hoist
- Drop Off Zone
- Flare Access Reports
- HPA photoshoot

DISCUSSION

On Wednesday 17 July, Access and Inclusion Committee members received a tour of the CALC from Coordinator of Recreation and Leisure, Clare Black.

As with all City of Darwin pools, the facility is managed by the YMCA.

Adult Change Facility

The adult change facility will be assessed to be a registered Changing Place.

Community Room Fit Out

City of Darwin is requesting feedback from the committee on the fit-out for the hireable community room. Suggestions include:

- Flashing emergency light for hearing impaired people
- Furnishings and lighting to allow it to become a sensory room/quiet space during loud events
- Special blinds on the window to filter light
- Stackable chairs and tables

Emergency Lighting

Committee members suggested flashing lighting be installed for hearing impaired swimmers.

Sling Hoist

The sling hoist will be installed shortly. It can be moved to different vantage points around the pool.

Drop Off Zone

There is currently a no standing zone out the front of the facility. Talks are underway to develop into a more formal Drop Off Zone.

Flare Access Reports

Clare Black is requesting 1-2 committee members to send the completed Flare Access reports to for final review.

HPA Photo Shoot

Participants from HPA took part in photo shoot to promote the Casuarina pool and accessibility.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	2 A Safe, Liveable and Healthy City 2.3 By 2030, Darwin residents will be more active and healthy
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS	Nil

OR IMPACTS	
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Inform
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>

9.3 ACCESS STRATEGY DEVELOPMENT UPDATE

Author: Community Development Officer
Authoriser: Senior Coordinator Community Inclusion
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Access Strategy Development Update be received and noted.

PURPOSE

The purpose of this report is to inform the Access and Inclusion Advisory Committee of the timeline and process for the development of City of Darwin's Access Strategy 2025-2030.

KEY ISSUES

- In the 2024/25 Budget City of Darwin allocated funds to the development of a new Access Strategy 2025-2030.
- On 23 July a request for quote was circulated to consultants and to the sector seeking a consultant to undertake the development – including engagement – of the Strategy.
- Timeline and key deliverables are detailed in the Discussion.

DISCUSSION

In the 2024/25 Budget City of Darwin allocated funds to the development of a new Access Strategy 2025-2030 to support and improve accessibility.

The strategy will:

- Be flexible and outcomes-focused
- Align with City of Darwin's 2030 Strategic Plan – City for People. City of Colour
- Define how Council will measure outcomes

Request for quote from consultants

On 23 July a request for quote was circulated to consultants and to the sector seeking a consultant to undertake the development – including engagement – of the Strategy.

Key deliverables from consultants:

- Review relevant Access and Disability plans, policies, and reports, conduct community engagement for input.
- Implement stakeholder activities, including workshops, focus groups, and interviews and ensure inclusivity.
- Prepare an Implementation Plan for the Access Strategy 2025-2030, detailing the City of Darwin's roles as a provider, funder, regulator, partner, facilitator, and advocate.
- Develop a five-year strategy with clear, actionable steps to enhance accessibility, and ensure the final Access Strategy 2025-2030 is available in accessible formats.

Timeline

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

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

PREVIOUS COUNCIL RESOLUTION

Nil	
STRATEGIC PLAN ALIGNMENT	<p>5 A Vibrant and Creative City</p> <p>5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity</p>
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	<p>Budget/Funding: Indicative \$45,000 - \$50,000</p> <p>Is Funding identified: Yes</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
CONSULTATION, ENGAGEMENT & COMMUNICATION	<p>Engagement Level: Involve</p> <p>Tactics: Workshops or focus groups, surveys.</p> <p>Internal: All Hubs of City of Darwin</p> <p>External: Disability sector including Access and Inclusion Advisory Committee, Arts Access Darwin, Autism NT, Better Connections, Carers NT, Carpentaria, Clubhouse Territory, Deaf Connect, Dementia Australia NT, Down Syndrome Association NT, Guide Dogs SA/NT, HPA, IDA, Life Without Barriers, NDIA, NDS, ParaQuad NT & BrightSky Australia, Sommerville Community Services, Total Recreation NT, Variety NT, Vision Australia</p> <p>Community members with lived experience of disability.</p>
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>

9.4 ONGOING ACTION LIST

Author: Community Development Officer
Authoriser: Senior Coordinator Community Inclusion
Attachments: 1. Ongoing Actions [↓](#)

RECOMMENDATIONS

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

PURPOSE

The purpose of this report is to review the Ongoing Action List of the Access and Inclusion Advisory Committee.

KEY ISSUES

- At each meeting of the Access and Inclusion Advisory Committee the Ongoing Action list at **Attachment 1** is presented for review.
- The Ongoing Action list details the action, who is actioning, status and the date the action was included.
- The Ongoing Action list also maintains a record of the Completed Actions.

DISCUSSION Attached is the Ongoing Action List for the committee's review.	
PREVIOUS COUNCIL RESOLUTION Nil	
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	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
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>

Ongoing Actions

Action	Who	Status	Date added
As Built Review of Jingili Water Garden Adult Change Facility	Community Development Officer	Review done, awaiting quotes.	5/10/2023
Access Audit of Bombing of Darwin Event	City of Darwin Events & Community Development Officer	Pre event and event day assessment done awaiting final report	5/10/2023
City of Darwin Access Strategy	Community Development Officer & Committee	Call for consultants sent out July 2024.	30/11/2023
Reporting issues for repair in municipality Use Click and Fix or email darwin@darwin.nt.gov.au	Committee	Transition to Snap Send Solve in September.	30/11/2023
Capital projects for consideration by committee	Committee	Ongoing	30/11/2023
Increase Event Accessibility	Community Development Officer	Focus for 2024	30/11/2023

Action	Who	Status	Date added
Logging accessibility issues on Footpaths through Click n Fix	Committee to log on Click n Fix	Focus for 2024	30/11/2023
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
Accessibility Seminar attendance for committee recommendation October	2 members		1/2/2024
Promotion of Accessibility Seminars	Committee		1/2/2024

Completed Actions

Actions	Who	Status	Date added
Fannie Bay Shopping Centre accessible upgrades	Project Delivery City of Darwin	Completed	26/4/2022
March Accessible Business Seminar	Community Development Officer	Completed	5/10/2023
Improve sound for hybrid meetings	Community Development Officer	Completed	30/11/2023
Adult Change Facility at Palmerston Bus Interchange	Committee	Completed	30/11/2023

9.5 SHADE AND SOFT FALL UPGRADES FOR LIBERTY SWING LAKE ALEXANDER

Author: Community Development Officer
Authoriser: Senior Coordinator Community Inclusion
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Shade and Soft Fall Upgrades for Liberty Swing Lake Alexander be received and noted.
2. That the Access and Inclusion Advisory Committee endorse the following project be funded from the proposed carry forward 2023/2024 Disability Access Capital Budget pending confirmation:

Project	Cost
Shade Structure to the Liberty Swing at Lake Alexander Playground	\$30,000
Resurfacing the damaged soft fall of the Liberty Swing at Lake Alexander Playground	\$20,000
Total	\$50,000

PURPOSE

The purpose of this report is to seek endorsement by the Committee for addition of a shade structure over the Liberty Swing and resurfacing of the damaged soft fall around the Liberty Swing at Lake Alexander Playground from the proposed carry forward 2023/2024 Disability Access Capital Budget pending confirmation.

KEY ISSUES

- The playground at Lake Alexander was established in 2002.
- The Liberty Swing was installed in 2007 with support from Variety NT.
- Constructed shade over the playground does not extend to the Liberty Swing.
- City of Darwin has received multiple requests over the last few years to add shade to the Liberty Swing.
- The soft fall of the Liberty Swing is in extremely poor condition with a peeling of the top coat which may become an issue for safe access.
- A proposed carry forward of \$51,040 from the 2023/2024 Disability Access Capital Budget could be used to fund these two projects, pending budget approval.
- The Disability Access Capital Budget will still be allocated \$57,750 for the 2024/2025 financial year.

DISCUSSION

The Access and Inclusion Advisory Committee makes recommendations to Council on how the budget is allocated. This report is presenting a further two capital upgrades for the Access and Inclusion Advisory Committee to consider recommending to Council for approval.

The playground at Lake Alexander was established in 2002.

The Liberty Swing was installed in 2007 with support from Variety NT. The Liberty Swing is for use by people who use a wheelchair. It is designed for people of all ages and has room for a wheelchair to be strapped into it as well as a pop-up internal seat with a seat belt attached.

Constructing shade over the Liberty Swing

Constructed shade over the playground does not extend to the Liberty Swing.

City of Darwin has received multiple requests over the last few years to add shade to the Liberty Swing. The cost of constructed shade over the Liberty Swing has been estimated by Infrastructure at approximately \$30,000.

Resurfacing of soft fall around the Liberty Swing

The soft fall around the Liberty Swing is in extremely poor condition with a peeling of the top coat which may become an issue for safe access. The cost of soft fall resurfacing around the Liberty Swing has been estimated by Infrastructure at approximately \$20,000.

Recommendation

That the Access and Inclusion Committee endorse the works to be funded from the carry forward from the 2023/2024 Disability Access Capital Budget, pending budget approval.

A carry forward of \$51,040 has been proposed from underspend on the upgrades to Dulverton Court, the Fannie Bay Shopping Precinct and the Jingili Watergardens Accessible Parking Upgrade.

Council will review carryforward budget requests in due course and Officers will confirm at the next Access and Inclusion Advisory Committee meeting.

PREVIOUS COUNCIL RESOLUTION

Nil

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: \$51,040 Is Funding identified: Pending approval by Council of proposed carryforward
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Local Government Act 2019 Policy: Play Space Strategy 2023-2030

CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Inform
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>

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING



MINUTES

Access and Inclusion Advisory Committee Meeting Thursday, 6 June 2024

Date: Thursday, 6 June 2024

Time: 1:30 PM

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

**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, 6 JUNE 2024 AT 1:30 PM**

PRESENT:

Community Member - Chairperson Debbie Reeves
Councillor Sylvia Klonaris
Community Member Kim Caudwell
Community Member Lynne Strathie
Community Member Rajeev Thayil
Community Member Florence Henaway
Community Member Stephanie Ransome
Building Advisory Services Alison Warwick
Council on the Ageing NT Cecilia Chiolerio
Department of Infrastructure, Planning and Logistic Bernie Ingram

OFFICERS:

Community Development Officer, Ciella Williams

APOLOGY:

National Disability Services NT Mick Fallon
Community Member Tiffany Brown
Senior Coordinator Infrastructure Tony Yiannakos

GUESTS:

Executive Manager of Community and Cultural Services, Angela O'Donnell
Coordinator Recreation & Leisure, Clare Black
Senior Coordinator Community Inclusion, Andrew Aragala
Councillor and Committee Support Officer, Bonne Zhao

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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1:36 pm.

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

National Disability Services NT Mick Fallon

Senior Coordinator Infrastructure Tony Yiannakos

Community Member Tiffany Brown

3.2 Leave of Absence - Nil

3.3 Leave of Absence Notified - Nil

4 ELECTRONIC ATTENDANCE

Community Member Stephanie Ransome

Building Advisory Services Alison Warwick

Council on the Ageing NT Cecilia Chiolero

Department of Infrastructure, Planning and Logistic Bernie Ingram

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 Declaration of Interest by Members - Nil

5.2 Declaration of Interest by Staff - Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION AAIAC007/24**

Moved: Councillor Sylvia Klonaris
Seconded: Building Advisory Services Alison Warwick

THAT the minutes of the Access and Inclusion Advisory Committee Meeting held on 4 April 2024 be confirmed.

CARRIED 10/0**7 ACTIONS ARISING FROM PREVIOUS MINUTES**

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 UPDATE ON RECREATION PROJECTS****COMMITTEE RESOLUTION AAIAC008/24**

Moved: Community Member Lynne Strathie
Seconded: Community Member Kim Caudwell

THAT the report entitled Update on Recreation Projects be received and noted.

CARRIED 10/0**9.2 UPDATE ON INFRASTRUCTURE PROJECTS****COMMITTEE RESOLUTION AAIAC009/24**

Moved: Community Member Lynne Strathie
Seconded: Councillor Sylvia Klonaris

THAT the report entitled Update on Infrastructure Projects be received and noted.

CARRIED 10/0**9.3 ONGOING ACTION LIST****COMMITTEE RESOLUTION AAIAC010/24**

Moved: Community Member Lynne Strathie
Seconded: Councillor Sylvia Klonaris

THAT the report entitled Ongoing Action List be received and noted

.CARRIED 10/0

10 MEMBER REPORTS

10.1 UPDATE ON BUS STOP INFRASTRUCTURE - NT GOVERNMENT

COMMITTEE RESOLUTION AAIAC011/24

Moved: Councillor Sylvia Klonaris

Seconded: Community Member Rajeev Thayil

THAT the report entitled Update on Bus Stop Infrastructure - NT Government be received and noted.

CARRIED 10/0

10.2 AUSTRALIAN DISABILITY ENTERPRISES

COMMITTEE RESOLUTION AAIAC012/24

Moved: Community Member Kim Caudwell

Seconded: Councillor Sylvia Klonaris

1. That the information provided from Community Member Stephanie Ransome on Australian Disability Enterprises and discussion regarding the experiences of committee members in this space be received and noted.
2. That it be acknowledged that Community Member Stephanie Ransome is an employee at HPA

CARRIED 10/0

11 GENERAL BUSINESS

11.1 CITY OF DARWIN TENDER PROCESS AND EMPLOYMENT WEIGHTING

Query from Community Member Stephanie Ransome regarding City of Darwin's tender process and employment weighting for people with disabilities.

Executive Manager Community and Cultural Services informed the committee this could be considered when the next Access Strategy is developed during the consultation.

Community Member Rajeev Thayil left 2:38pm

Councillor Klonaris left 2:40pm

Meeting closed 2:41pm

12 NEXT MEETING

1 August 2024, 1.30 pm