



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 4 April 2024

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

Date: Thursday, 4 April 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

Councillor Sylvia Klonaris

Building Advisory Services Alison Warwick

Community Member Kim Caudwell

Community Member Debbie Reeves

Community Member Lynne Strathie

Community Member Rajeev Thayil

Community Member Florence Henaway

Community Member Tiffany Brown

Community Member Stephanie Ransome

Council on the Ageing NT Cecilia Chiolero

Department of Infrastructure, Planning and Logistic Bernie Ingram

National Disability Services NT Mick Fallon

OFFICERS

Executive Manager of Community and Cultural Services, Angela O'Donnell

Senior Coordinator Community Inclusion, Sueanne Johns

Community Development Officer, Ciella Willaims

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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 - 1 February 2024

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

City of Darwin Events Team

9 OFFICER REPORTS

9.1 ONGOING ACTION LIST

Author: Executive Assistant Community

Authoriser: Executive Manager Community and Cultural Services

Attachments: 1. Ongoing Action List [↓](#)

RECOMMENDATIONS

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	6 Governance Framework 6.4 Accountability
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 Action List

Action	Who	Status	Date added
Fannie Bay Shopping Centre accessible upgrades	Project Delivery City of Darwin	Ongoing	26/4/2022
As Built Review of Jingili Water Garden Adult Change Facility	Community Development Officer	Review done, recommendations being reviewed	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	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

Action	Who	Status	Date added
Increase Event Accessibility	Community Development Officer	Focus for 2024	30/11/2023
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 19 & 21 March	2 members		1/2/2024
Promotion of Accessibility Seminars	Committee		1/2/2024

Completed Actions	Who	Status	Date added
Accessible Business Seminar	Community Development Officer	Completed	5/10/2023
Improve sound for hybrid meetings	Community Development Officer	Completed	30/11/2024
Adult Change Facility at Palmerston Bus Interchange	Committee	Completed	30/11/2023

9.2 CHAIR OF ACCESS AND INCLUSION ADVISORY COMMITTEE

Author: Executive Assistant Community
Authoriser: Executive Manager Community and Cultural Services
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Chair of Access and Inclusion Advisory Committee be received and noted.
2. THAT the Access and Advisory Committee endorse _____ as the new Chair for a two year term from 4 April 2024 to 31 March 2026.

PURPOSE

The purpose of this report is to for the Committee to nominate a chair for Council's endorsement.

KEY ISSUES

- Chairperson of a Council committee is appointed by the Council.
- The most recent chair of the Access and Inclusion Advisory Committee was Stephanie Ransome, appointed for the period 1 April 2022 to 29 February 2024.
- The term will be for two years.

DISCUSSION	
<p>At the Council meeting on 26 March 2024, Council appointed seven community members to the Access and Inclusion Advisory Committee.</p> <p>The Local Government Act 2019, Section 98 advises the chairperson of a Council committee is appointed by the Council. The first order of business at the meeting on 4 April 2022 is to nominate to Council a chairperson for appointment.</p>	
PREVIOUS COUNCIL RESOLUTION	
At the 26 April 2022 meeting Council resolved:	
RESOLUTION ORD001/22	
<ol style="list-style-type: none"> 1. THAT the report entitled Access and Inclusion Advisory Committee Recommendations be received and noted. 2. THAT Council appoints Stephanie Ransome as Access and Inclusion Advisory Committee Chair for the period 7 April 2022 to 29 February 2024. 	
STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.3 Decision Making and Management
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Local Government Act 2019
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>

9.3 FEEDBACK ON THE ACCESSIBILITY SEMINARS HELD IN MARCH 2024

Author: Executive Assistant Community
Authoriser: Executive Manager Community and Cultural Services
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Feedback on the Accessibility Seminars held in March 2024 Feedback be received and noted.

PURPOSE

The purpose of this report is to provide feedback on the Accessibility Seminars for local businesses that were held in March 2024, supported by City of Darwin.

KEY ISSUES

- Two accessibility seminars for local businesses were held on 19 March and Thursday 21 March 2024.
- The seminars were hosted by City of Darwin and Flare Access.
- Tuesday 19 March's seminar was titled *Introducing Accessibility in Business: Where to Start and How to Grow*.
- Thursday 21 March's seminar was titled *Enhancing Physical Accessibility Solutions for Every Budget*.
- Attendance across the two seminars was 27. Capacity for the two seminars was 120. Satisfaction rates provided by participants through survey was high.

DISCUSSION

At a previous meeting the Access and Inclusion Advisory Committee recommended support for business seminars to increase awareness of accessibility. Council endorsed the provision of Accessibility Seminars for local businesses in October 2023 and in March 2024 the seminars were held. The seminars were held from 8am to 10am on Tuesday 19 March and Thursday 21 March 2024 at Harry’s Place, Tiwi.

The total cost for the two seminars was \$15,536 including the incidentals outlined in previous Council decision below.

The Committee recommended testing the market for the first two seminars with an option to review and recommend two further seminars should these be successful.

The first seminar was held on 19 March and 23 participants registered prior. 18 participants attended and an interpreter was provided for the seminar. Businesses attending ranged from Variety NT to Darwin Entertainment Centre and Kind Hands Nursing Service. 13 participants responded to the survey post event and the overall satisfaction for the session was between 4-5 (very satisfied).

The second seminar took place on 21 March with 18 registering prior but only 9 attending.

Participants included Darwin Fringe Festival, Carpentaria and the Library and Archives of the NT. 7 participants responded to the survey providing an overall satisfaction rate of 5 (very satisfied).

Based on the attendance at the first two Accessibility Seminars and current staffing capacity it is recommended that Committee defer any consideration of further seminars to next year.

Committee could consider alternative delivery such as partnering to support seminars to be delivered at October Business Month.

PREVIOUS COUNCIL RESOLUTION

At the 27 February 2024 meeting Council resolved:

RESOLUTION ORD001/24

1. THAT the report entitled Access and Inclusion Advisory Committee Budget Recommendations 2023/2024 be received and noted.
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 Event Day and temporary parking signage	\$1,100
Incidentals for accessibility seminars (two) including photography, marketing, room hire and catering	\$4,350
Accessibility Guides for Parap and Nightcliff Pools (\$5,315 each)	\$10,630
Total	\$16,080

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: The cost for the two seminars including incidentals was \$15,536.
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Inform Tactics: Social media, NT News advertising and promotions
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. 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).

9.4 ACCESS AND INCLUSION ADVISORY COMMITTEE BUDGET RECOMMENDATIONS 2023/2024

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

RECOMMENDATIONS

1. THAT the report Budget Recommendations 2023/2024 be received and noted.
2. That the Access and Advisory Committee endorse the following project be funded from the remaining 2023/2024 Disability Access Operational Projects budget and be referred to Council for approval:

Project	Cost
Accessibility works in Dulverton Court Karama	11,100
Total	\$11,100

PURPOSE

The purpose of this report is for the Access and Inclusion Advisory Committee to consider further allocation to the 2023/2024 Disability Access Operational Project budget.

- KEY ISSUES**
- An amount of \$55,000 is allocated annually to the Disability Access Capital Project budget.
 - On 31 October 2023, Council endorsed the movement of the capital allocation for 2023/2024 to operational to allow activity across the nominated focus areas identified by the committee.
 - To date, Council has endorsed \$32,898 for the delivery of projects identified by the Access and Advisory Committee.
 - The remaining available budget is \$22,102.
 - A further project is recommended for endorsement and recommendation to Council – Driveway Upgrades Dulverton Court Karama.
 - There will be a remaining amount of \$11,002 that can be considered in the June meeting.

DISCUSSION

The Access and Inclusion Advisory Committee makes recommendations to Council on how the budget is allocated, noting to date Council has endorsed the following projects, with \$22,102 remaining.

Approved Projects and Costings to date:

Access Audit of Bombing of Darwin Event Day and temporary parking signage	\$1,100
Incidentals for accessibility seminars (two) including photography, marketing, room hire and catering	\$4,350
Accessibility Guides for Parap and Nightcliff Pools (\$5,315 each)	\$10,630
Access Audit of Bombing of Darwin Event	\$1,100
Accessibility seminars for local businesses	\$11,200
Changing Places Assessment of Jingili Water Gardens Adult Change Facility	\$4,515
Total	32,898

This report is presenting a further two projects for the Access and Inclusion Advisory Committee to consider recommending to Council for approval.

1. Driveway Upgrades Dulverton Court, KaramaCost \$11,100

City of Darwin received a request by a resident of Dulverton Court, Karama concerning safe accessible pedestrian access along their street to connect on to Kalymnos Drive. There are residents with mobility issues who are restricted to movement with the assistance of a mobility scooter or walker.

The request put forward was to provide a footpath on the same side of Dulverton Court to allow access to Kalymnos Drive without having the need to cross the road and negotiate the laid-back kerbs.

Currently there is a footpath on Dulverton Court which is located on the other side of the road to the residents. The driveways and kerbing on Dulverton Court are laid-back kerbs that do not provide compliant access to the pathway.

City of Darwin officers investigated the matter and the identified solution was to replace some driveway crossovers at Dulverton Court to minimise the incline from the road pavement to the driveway allowing a compliant access to the footpath and smoother transition for mobility scooters, walkers and the like, and these works have been undertaken.

Recommendation

That the Committee endorse the accessibility works be funded from the Disability Access Operational Projects budget.

PREVIOUS COUNCIL RESOLUTION

At the 27 February 2024 meeting Council resolved:

RESOLUTION ORD093/24

1. THAT the report entitled Access and Inclusion Advisory Committee Budget Recommendations 2023/2024 be received and noted.
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 Event Day and temporary parking signage	\$1,100
Incidentals for accessibility seminars (two) including photography, marketing, room hire and catering	\$4,350
Accessibility Guides for Parap and Nightcliff Pools (\$5,315 each)	\$10,630
Total	\$16,080

At the 31 October 2023 meeting Council resolved:

RESOLUTION ORD667/23

1. THAT the report entitled Access and Inclusion Advisory Committee Budget Recommendations 2023/2024 be received and noted.
2. THAT Council transfer an amount of \$55,000 from the Disability Access Capital Projects budget to the Disability Access Operational Projects budget.
3. THAT Council approve the following projects to be funded from the Disability Access Operational Projects budget:

Project	Cost
Access Audit of Bombing of Darwin Event	\$1,100
Accessibility seminars for local businesses	\$11,200
Changing Places Assessment of Jingili Water Gardens Adult Change Facility	\$4,515
Total	\$16,815

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: \$55,000 Is Funding identified: Yes, funding allocated in the 2023/24 financial year.
LEGISLATION /	Legislation:

POLICY CONTROLS OR IMPACTS	<p><i>Local Government Act 2019</i></p> <p><i>Disability Discrimination Act 1992</i></p> <p><i>Northern Territory Anti-Discrimination Act 1996</i></p> <p>Policy:</p> <p>Policy 043 Meetings</p> <p>Policy 093 Advisory and Other Committees</p> <p>City of Darwin Community Inclusion Policy No.008</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	<p>Engagement Level: Involve</p> <p>Internal:</p> <p>Access and Inclusion Advisory Committee</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>

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING

+



MINUTES

Access and Inclusion Advisory Committee Meeting

Thursday, 1 February 2024

**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, 1 FEBRUARY 2024 AT 1:30 PM**

PRESENT: Stephanie Ransome
Councillor Sylvia Klonaris
Building Advisory Services Trinh Bui
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 Reeves
Community Member Lynne Strathie

OFFICERS: Executive Manager Arts and Cultural Services Angela O'Donnell
Senior Coordinator Community Inclusion Sueanne Johns
Senior Design Officer Sid Gurung
Arts and Cultural Development Officer Jenelle Saunders
Community Development Officer Heather Docker

APOLOGY: Community Member Kyle Adams
Community Member Lachlan Rowe
Community Member Martin Blakemore
Community Member Sarah Skopellos
Community Member Rajeev Thayil

GUESTS: Alternate Councillor Kim Farrar

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APPOINTMENT OF CHAIR**COMMITTEE RESOLUTION AAIAC001/24**

Moved: Community Member Debbie Reeves

Seconded: Councillor Sylvia Klonaris

THAT Mick Fallon is appointed as chair for the meeting

CARRIED 8/0

1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1:34pm.

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 Kyle Adams,
Community Member Lachlan Rowe
Community Member Martin Blakemore
Community Member Sarah Skopellos
Community Member Rajeev Thayil

3.2 Leave of Absence

Nil

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Community Member Stephanie Ransome
Community Member Kim Caudwell
Building Advisory Services Trinh Bui
Council on the Ageing NT Cecilia Chiolero
Department of Infrastructure, Planning and Logistic Bernie Ingram
City of Darwin Senior Design Officer Sid Gurung

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 AAIAC002/24

Moved: Community Member Debbie Reeves
Seconded: Councillor Sylvia Klonaris

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 30 November 2023 be confirmed.

CARRIED 8/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Standing item 9.1 in agenda addressing ongoing actions

8 PRESENTATIONS

Nil

9 OFFICER REPORTS

9.1 ONGOING ACTION LIST

COMMITTEE RESOLUTION AAIAC003/24

Moved: Council on the Ageing NT Cecilia Chiolero

Seconded: National Disability Services NT Mick Fallon

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

CARRIED 8/0

9.2 REVIEW TERMS OF REFERENCE - ACCESS & INCLUSION ADVISORY COMMITTEE

COMMITTEE RESOLUTION AAIAC004/24

Moved: Councillor Sylvia Klonaris

Seconded: Community Member Lynne Strathie

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** as amended and refer these to Council for approval.

CARRIED 8/0

Stephanie Ransome joined the meeting: 2:31pm

9.3 CITY OF DARWIN COMPREHENSIVE EVENTS AND ACTIVITIES APPLICATION

COMMITTEE RESOLUTION AAIAC005/24

Moved: Community Member Debbie Reeves

Seconded: National Disability Services NT Mick Fallon

1. THAT the report entitled City of Darwin Comprehensive Events and Activities Application be received and noted.
2. THAT the Access and Inclusion Advisory Committee recommends that the Comprehensive Events and Activities Application, Section 10 – Access and inclusion, include that: on a sliding scale major events require an access audit to be completed.

CARRIED 9/0

9.4 ACCESS AND INCLUSION ADVISORY COMMITTEE OPERATIONAL BUDGET 2023/2024

COMMITTEE RESOLUTION AAIAC006/24

Moved: Community Member Lynne Strathie

Seconded: Chairperson Stephanie Ransome

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 the Disability Access Operational Budget

Project	Cost
Access Audit of Bombing of Darwin Event Day and temporary parking signage	\$1,100
Accessibility seminars (two) incidentals including photography, marketing	\$4,350
Access Guides for Parap and Nightcliff Pools (\$5,315 each)	\$10,630
Total	\$16,080

CARRIED 9/0

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

2 NEXT MEETING

4 April 2024

The Chair declared the meeting closed at 2:57pm

Attachment 1

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 development and implementation of City of Darwin's Access 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 eight community members and
- b) Four organisational memberships consisting of:
 - i. National Disability Services NT (NDS NT)
 - ii. Council on the Ageing NT (COTA NT)
 - iii. Relevant Northern Territory Government representative(s)
 - iv. Identified organisation representing members of the community for whom access and inclusion are important areas of focus
- c) First Nations representative (appropriate organisation or community member)
- d) One Council Member (and one Alternate Council Member)