



# **AGENDA**

## **Access and Inclusion Advisory Committee Meeting Thursday, 3 August 2023**

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

**Date: Thursday, 3 August 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 Amye Un  
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 Sylvia Klonaris

**OFFICERS**

Community Development Officer, Heather Docker

## Order Of Business

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<b>4</b>	<b>Electronic Attendance .....</b>	<b>5</b>
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<b>8</b>	<b>Presentations .....</b>	<b>5</b>
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9.1	Discussion on City of Darwin Strategies .....	6
9.2	Projects for Disability Access Program 2023/24 Budget .....	7
<b>10</b>	<b>Member Reports .....</b>	<b>9</b>
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<b>11</b>	<b>General Business.....</b>	<b>10</b>
11.1	Update on Disability Access Capital Program Works.....	10
<b>12</b>	<b>Next Meeting .....</b>	<b>11</b>
<b>13</b>	<b>Closure of Meeting.....</b>	<b>11</b>



**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 June 2023

**7 ACTIONS ARISING FROM Previous Minutes**

**8 PRESENTATIONS**

**9 OFFICER REPORTS**

**9.1 DISCUSSION ON CITY OF DARWIN STRATEGIES**

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

**RECOMMENDATIONS**  
THAT the report entitled Discussion on City of Darwin Strategies be received and noted.

City of Darwin Planning and Performance Officer will present on City of Darwin Strategies.

**9.2 PROJECTS FOR DISABILITY ACCESS PROGRAM 2023/24 BUDGET**

**Author:** Community Development Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** 1. Price Estimate for Event Assessment [↓](#)

**RECOMMENDATIONS**

1. THAT the report entitled projects for Disability Access Program 2023/24 Budget be received and noted.
2. THAT the Access and Inclusion Advisory Committee support the allocation of budget for the Disability Access Program to the following project/s and recommend this to Council.

Project	Amount

Discussion to be held around possible projects to be funded by the annual budget of \$55,000 allocated to the Disability Access Program for 2023/24. Items that have been identified by the Community Development Officer for inclusion in discussion of budget allocation include:

- Access and Inclusion workshops for local business by industry expert
- Support Events Team at City of Darwin to have assessment completed on major events such as:
  - Bombing of Darwin

Support from the committee in the 2023/234 budget will enable this cost to be factored into future budgets by the Events Team. See **Attachment 1** for price estimates.

- Assessment of adult change facility at Jingili in accordance with Changing Places to be included in the national Changing Places map. [Find a Changing Places toilet | Changing Places](#)
- Review and recommendations undertaken by an access consultant on the access & inclusion section of the City of Darwin Event Guide.

**From:** [Greg Clark](#)  
**To:** [Heather Docker](#)  
**Cc:** [Cheryl Clark](#)  
**Subject:** Quote for event assessment  
**Date:** Wednesday, 18 January 2023 1:04:20 PM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Heather,

Thanks for the opportunity in providing a fee for auditing access requirements for small and large outdoor events for your budget requirements.

As we discussed this is only for budget requirements and each event will be accessed on its own requirements.

I am suggesting a small outdoor event may take 4 hours to conduct a site investigation and to compile an Access Audit Report \$5,000.

A larger outdoor event may include 8 hours on site investigation and a detailed Access Audit Report \$8,000.

This is only for budgeting purposes as each project will have specific requirements which will need to be detailed.

Kind Regards Greg

**Greg Clark**  
**Principal Access Consultant/Managing Director**  
**AccessAble Living Solutions Pty Ltd**

Dip.Access Consulting

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***AccessAble Living Solutions acknowledges the Traditional Owners of the land that we stand on today, and pay our respects to Elders past, present and emerging.***



**10 MEMBER REPORTS**

Nil

**11 GENERAL BUSINESS**

**11.1 UPDATE ON DISABILITY ACCESS CAPITAL PROGRAM WORKS**

**Author:** Community Development Officer

**Authoriser:** Executive Manager Community and Cultural Services

**Attachments:** Nil

**RECOMMENDATIONS**

THAT the report entitled Update on Disability Access Capital Program Works be received and noted.

**12 NEXT MEETING**

**13 CLOSURE OF MEETING**



# **MINUTES**

## **Access and Inclusion Advisory Committee Meeting**

**Thursday, 1 June 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, 1 JUNE 2023 AT 1:30 PM**

- PRESENT:** Chairperson Stephanie Ransome,  
Councillor Amye Un,  
Building Advisory Services Alison Warwick,  
Council on the Ageing NT Cecilia Chiolero,  
Department of Infrastructure, Planning and Logistic Jenny Ferguson,  
National Disability Services NT Mick Fallon,  
Community Member Martin Blakemore,  
Community Member Debbie Reeves,  
Community Member Sarah Skopellos,  
Community Member Lynne Strathie,  
Community Member Rajeev Thayil,
- OFFICERS:** Tony Yiannakos (Senior Coordinator Infrastructure (Project Delivery)),  
Shelley Cook (Events Coordinator),  
Jenelle Saunders (Arts and Cultural Development Officer),  
Heather Docker (Community Development Officer)
- APOLOGY:** Community Member Kim Caudwell
- GUESTS:** Alternate Councillor Sylvia Klonaris  
Tim O'Neill (Acting Project Director Design, Department of Infrastructure  
Planning and Logistics NTG)

**Order Of Business**

<b>1</b>	<b>Meeting Declared Open</b> .....	<b>4</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>4</b>
<b>3</b>	<b>Apologies &amp; Leave Of Absence</b> .....	<b>4</b>
<b>4</b>	<b>Electronic Attendance</b> .....	<b>4</b>
<b>5</b>	<b>Declaration of Interest of Members and Staff</b> .....	<b>4</b>
<b>6</b>	<b>Confirmation of Previous Minutes</b> .....	<b>4</b>
<b>7</b>	<b>Actions Arising from Previous Minutes</b> .....	<b>5</b>
<b>8</b>	<b>Presentations</b> .....	<b>5</b>
<b>9</b>	<b>Officer Reports</b> .....	<b>5</b>
9.1	Disability Access Capital Projects .....	5
9.2	Accessibility and Events on City of Darwin Land .....	6
<b>10</b>	<b>Member Reports</b> .....	<b>7</b>
	Nil	
<b>11</b>	<b>General Business</b> .....	<b>7</b>
<b>12</b>	<b>Next Meeting</b> .....	<b>7</b>
<b>13</b>	<b>MEETING CLOSED</b> .....	<b>7</b>

## 1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1:31pm.

## 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 Kim Caudwell

### 3.2 Leave of Absence

Nil

### 3.3 Leave of Absence Notified

Nil

## 4 ELECTRONIC ATTENDANCE

Nil

## 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 AAIAC007/23

Moved: Community Member Debbie Reeves  
Seconded: National Disability Services NT Mick Fallon

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 6 April 2023 be confirmed.

**CARRIED 10/0**

*Council on the Ageing NT Cecilia Chiolero arrived at the meeting at 1:35 pm.*

## 7 ACTIONS ARISING FROM PREVIOUS MINUTES

**Action:** Community Development Officer to meet with Marketing and Communications to confirm accessibility details are included in promotion of events to inform community of accessibility in preparation for attending. Maps are recommended as an access tool.

**Completed:** Community Development Officer met with Marketing and Communications who advised following recent training they are taking an image lead approach with City of Darwin promotional items.

**Action:** Community Development Officer to meet with Event Coordinator, Senior Design Officer and Traffic Management Officer regarding accessible parking at events on City of Darwin land. Focusing on if/when accessible parks are removed for an event that these are provided in a nearby location.

**Completed:** Community Development Officer met with Event Coordinator and Traffic Management Officer to discuss accessible parking at events on City of Darwin land. Event Coordinator is at this meeting today to discuss further.

## 8 PRESENTATIONS

## 9 OFFICER REPORTS

### 9.1 DISABILITY ACCESS CAPITAL PROJECTS

#### COMMITTEE RESOLUTION AAIAC008/23

Moved: Councillor Amye Un

Seconded: Community Member Debbie Reeves

That the report be received and noted.

**CARRIED 11/0**

#### Notes:

- Projects carried forward from 2021/2022 and those ranked 1 to 3 in 2022/2023 fully expend the Disability Access Capital Projects budget for those years and will be delivered in the next six weeks.



## 9.2 ACCESSIBILITY AND EVENTS ON CITY OF DARWIN LAND

### COMMITTEE RESOLUTION AAIAC009/23

Moved: Community Member Sarah Skopellos

Seconded: Council on the Ageing NT Cecilia Chiolero

That the report be received and noted.

**CARRIED 10/0**

#### Notes:

City of Darwin Event Coordinator discussed review of the event access guide with the committee. The following considerations were brought forward:

- Events to include safe drop off and pick up areas for vehicles,
- Publicity of event should provide information on accessibility and this information should go out early, people with disability will seek information on how they can access an event when they are deciding if they will go,
- Traffic Guidance Scheme/Plan should include additional accessible parking options for an increase in population at events. Applications could advise how people get to the event from the accessible parking and provide maps (i.e. Park and ride),
- Event staff to be familiar with event plans and have maps to assist attendees with access needs such as seating, toilets and parking,
- Community events that do not include accessibility planning make people with disability feel excluded,
- Expert advice from an access consultants should be used for events and guides by City of Darwin,
- A directory is needed to assist event organisers to find companies/ services/ access support,
- Encourage others to promote their event in an inclusive way and include clear directional signage at events,
- Support the inclusion of people with disability on event committees and employment in event roles to give the perspective from lived experience,
- Direction for car park requirements needs to be prescriptive (i.e number of access parks per head at events etc),
- Consider a registration process at purchase point (i.e when booking tickets ask if the individual has accessibility needs and provided the relevant information for that person to access the event) ,
- If accessible parking is to be removed for an extended period for a public event, allocate accessible parking elsewhere and advertise this, and
- Targeted employment of a person with disability to the events department at City of Darwin to provide a lived experience perspective,

**Action:** Committee members to send comment on current event access guide to Community Development Officer by Monday 19 June

**Action:** Event Coordinator to bring the draft of the updated Accessible Event Guide to the committee for comment.

*Community Member Rajeev Thayil departed the meeting at 2:25 pm.*

## 10 MEMBER REPORTS

### Department of Infrastructure, Planning and Logistic Jenny Ferguson

- Passenger transport will conduct an access audit of bus stops across Darwin in order to bring them to standard.
- Working on reforms to disability standards for accessible, public transport
- Taxi ballot is next week providing 10 licenses for wheelchair taxis.

### Council on the Ageing NT Cecilia Chiolero

- Letters advising of Seniors Month grants will be sent the week beginning 5 June. Seniors Month in the NT is every August.
- Seniors expo on 27 May had great numbers, COTA NT are now reviewing the event for planning next year's. Will include more parking options in the future.

### National Disability Services NT Mick Fallon

National Disability Services are launching national awards. Nominations will open soon. Committee members are encouraged to all nominate someone for an award.

### Community Member Sarah Skopellos

- Integrated disability action are holding two inclusive workshops for people of all abilities
  - Grant Application Writing Flyer
  - NDIS Information Training

### City of Darwin Heather Docker (Community Development Officer)

- Thanked the Committee for the feedback on the parklet design. The comments forwarded to Senior Coordinator Design resulted in an access consultant being engaged to make the parklet accessible.

## 11 GENERAL BUSINESS

Community Member Sarah Skopellos was awarded an Australian Institute of Company Directors Disability Leadership Scholarship.

## 12 NEXT MEETING

3 August 2023

## 13 MEETING CLOSED

The Chair declared the meeting closed at 2:55 pm