



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 2 February 2023

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

Date: Thursday, 2 February 2023

Time: 1.30pm

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

**Simone Saunders
Chief Executive Officer**

ACCESS AND INCLUSION ADVISORY COMMITTEE MEMBERS

Councillor Amye Un
Councillor (Alternate) Sylvia Klonaris
Community Member (Chair) Stephanie Ransome
Community Member Martin Blakemore
Community Member Lynne Strathie
Community Member Kyle Adams
Community Member Kim Caudwell
Community Member Debbie Reeves
Community Member Lachlan Rowe
Community Member Sarah Skopellos
Community Member Rajeev Thayil
National Disability Services NT Mick Fallon
Department of Infrastructure, Planning and Logistics Bernie Ingram
Building Advisory Services Alison Warwick
Council on the Ageing NT Cecilia Chiolero

OFFICERS

Community Development Officer (Secretariat), Heather Docker
Reconciliation Action Lead, Lee Turner

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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 - 3 November 2022

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 COMMUNITY DEVELOPMENT OFFICER UPDATE

Author: Community Development Officer

Authoriser: Executive Manager Community and Cultural Services

Attachments:

1. Terms of Reference [↓](#)
2. Dates of Significance [↓](#)

RECOMMENDATIONS

That the report be received and noted.

The Community Development Officer will discuss the following:

- Overview of Terms of Reference (see Attachment 1)
- Communication out of session
- Dates of significance for advocacy (see Attachment 2)
- City of Darwin projects



1 PURPOSE

The Access and Inclusion Advisory Committee is an Advisory Committee. Its purpose is to advocate, inform, and guide Council on improved access and inclusion for all people, including people with disabilities, living, working, studying or visiting the City of Darwin.

2 SCOPE

The Access and Inclusion Advisory Committee operates to advocate, inform, and support Council's approach to access and inclusion.

3 AUTHORITY / DELEGATION

The Access and Inclusion Advisory Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

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 implementation of City of Darwin's Access and Inclusion Plan.

Committee Name - Number		Page 1 of 4
Version: 1	Decision Number: ORD410/21	Adoption Date: 28/09/2021
Responsible Officer: Chief Executive Officer		Next Review Date: 28/09/2025

Electronic version current. Uncontrolled copy valid only at time of printing.



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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 ten community members, with a minimum number of six; and
- b) Four organisational memberships consisting of;
 - i. National Disability Services NT (NDS NT)
 - ii. Council on the Ageing NT (COTA NT)
 - iii. Relevant/ Identified Northern Territory Government representative(s)
 - iv. Identified organisation representing vulnerable members of the community which could include refugees and/or new migrants, Indigenous peoples, and the LGBTQI+ community.
- c) One Council Member (and one Alternate Council Member)

Membership will expire if a member does not attend three consecutive regular meeting occasions without an approved leave of absence.

Representatives shall be nominated by a member organisation and are required to send a briefed alternate delegate should the nominee be unavailable.

The Term of Membership for Community members is two years. Community Members if absent, are unable to send a proxy.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

5.1 CHAIR

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organisation relevant to the committee purpose.

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6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

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10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

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Date	Day	Event
4 March	Saturday	International Women's Day Walk & Celebrations Darwin
8 March	Wednesday	International Women's Day
16 March	Thursday	Harmony Day
1 to 31 March		City of Darwin Community Grants Open
31 March	Friday	Transgender Day of Visibility
April		
2 April	Sunday	World Autism Awareness Day
May		
18 May	Thursday	Global Accessibility Awareness Day
19 May	Friday	All Abilities Expo
21 May	Sunday	World Day for Cultural Diversity
25 May	Thursday	Biggest Morning Tea – Cancer Council
27 May	Saturday	Seniors Expo
27 May to 3 June	Saturday to Saturday	National Reconciliation Week
June		
12 to 18 June	Monday to Sunday	Men's Health Week
18 June to 24 June	Sunday to Saturday	Refugee Week
July		
2 July to 9 July	Sunday to Sunday	NAIDOC Week
August		
August		Seniors Month

4 August	Friday	National Aboriginal & Torres strait Islander Children's Day
September		
14 September	Thursday	R U OK Day
23 September	Saturday	International Day of Sign Language
1 to 31 September		City of Darwin Community Grants Open
October		
10 October	Tuesday	World Mental Health Day
16 to 27 October	Monday to Friday	Anti-Poverty Week
November		
November		NDS Awards
9 November	Sunday	International Men's Day
December		
3 December	Sunday	International Day of People with Disability

9.2 2023 FORECASTING & MEMBER DISCUSSION

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

RECOMMENDATIONS

That the report be received and noted.

Community Development Officer to present items for discussion in forecasting 2023 Committee focus.

These items include:

- Alignment of discussion and focus with Access and Inclusion Plan
 - Built and Natural Environment
 - Services and Programs
 - Information and Communication
 - Council Operations
- Review of City of Darwin staff orientation Diversity and Inclusion presentation
- Committee development opportunities
- Guest presenters
- Psychological Accessibility presentation by committee member Lachlan Rowe

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING



MINUTES

Access and Inclusion Advisory Committee Meeting

Thursday, 3 November 2022

**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, 3 NOVEMBER 2022 AT**

- PRESENT:** Councillor Amye Un, Councillor Sylvia Klonaris, Community Member Stephanie Ransome (Chair) Community Member Lynne Strathie, Community Member Kyle Adams, Community Member Kim Caudwell, Community Member Debbie Reeves, Community Member Rajeev Thayil, Community Member Sarah Scarpellos, Department of Infrastructure, Planning and Logistics Bernie Ingram, Building Advisory Services Alison Warwick
- OFFICERS:** Angela O'Donnell Executive Manager Community and Cultural Services, Heather Docker Community Development Officer, Karen Long Executive Assistant (Secretariat)
- APOLOGY:** Council on the Ageing NT Cecilia Chiolero, Community Member Martin Blakemore, Community Member Lachlan Rowe, National Disability Services NT Mick Fallon
- GUESTS:** Margy Petherbridge Down Syndrome NT

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1 Meeting Declared Open

The Chair declared the meeting open at 1.34 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

Council on the Ageing NT Cecilia Chiolero

Community Member Martin Blakemore

Community Member Lachlan Rowe

National Disability Services NT Mick Fallon

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 – Member Debbie Reeves requested that it be noted that she is undertaking work for City of Darwin, outside of this Committee.

5.2 Declaration of Interest by Staff - Nil

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION AAIAC020/22

Moved: Community Member Debbie Reeves

Seconded: Community Member Sarah Skopellos

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 1 September 2022 be confirmed.

CARRIED 8/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Action: Officer to provide details to Committee on policy regarding shared paths on one side of road to make recommendation to Council at the next committee meeting in November.

At the Ordinary Council meeting held on Tuesday 11 October 2022 Council made the following decision:

1. THAT Council note the genuine concerns of the community in relation to the removal of obsolete footpath program.
2. THAT Council suspends the 2022/23 obsolete footpath program and that risk assessments be undertaken on proposed sections of identified streets planned for removal in 2022/23 to determine serviceability and useability.
3. THAT Council refer to the 2023/24 budget process the ongoing obsolete footpath program and associated service delivery guidelines.

Further reports and information are to be delivered to Council on the program.

Actions from the today's meeting

1. Member Lynne Strathie queried the footpath in Killian Crescent Jingili. Details to be forwarded to Community Development Officer who will follow up.
2. Member Debbie Reeves queried how much footpath has been removed. Community Development Officer will follow this up.

Action: Community Development Officer to review requirements and provide feedback to Committee on parking at events in the Darwin municipality.

- Community Development Officer met with City of Darwin Events Producer, Events Coordinator, Senior Coordinator Design and Workzone Traffic Management Officer.
- Requirements for accessible parking were advised by Senior Coordinator Design
- All local traffic management companies were advised of requirements and consideration of accessible parking

Community Member Rajeev Thayil arrived at 1.45 pm

8 PRESENTATIONS

Nil

9 OFFICER REPORTS

9.1 FREQUENCY OF MEETINGS, TIME AND LOCATION - 2023

COMMITTEE RESOLUTION AAIAC021/22

Moved: Community Member Sarah Skopellos

Seconded: Community Member Debbie Reeves

1. 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.

CARRIED 9/0

Action

Community Development Officer to circulate the Terms of Reference.

Representative Dpt of Infrastructure, Planning and Logistics Bernie Ingram arrived at 1.49 pm

10 MEMBER REPORTS

10.1 CITY OF DARWIN UPDATE

COMMITTEE RESOLUTION AAIAC022/22

Moved: Community Member Lynne Strathie

Seconded: Building Advisory Services Alison Warwick

That the report entitled City of Darwin update be received and noted.

CARRIED 10/0

Action

Community Development Officer to raise insufficient disabled parking at the Waterfront with the Darwin Waterfront.

10.2 2021 COMMERCIAL PASSENGER VEHICLE (CPV) REFORM

COMMITTEE RESOLUTION AAIAC023/22

Moved: Community Member Lynne Strathie

Seconded: Building Advisory Services Alison Warwick

That the verbal update on the 2021 Commercial Passenger Vehicle (CVP) Reform provided by Department of Infrastructure, Planning and Logistics Bernie Ingram be received and noted.

CARRIED 10/0

Councillor Klonaris left the meeting at 2.29 pm

Action

Community Development Officer to circulate details on how members can provide feedback on the CPV reform

11 GENERAL BUSINESS

11.1 PROJECT PROPOSAL FORM

COMMITTEE RESOLUTION AAIAC024/22

Moved: Councillor Amye Un

Seconded: Department of Infrastructure, Planning and Logistics Bernie Ingram

That the report entitled Project Proposal Form be received and noted.

CARRIED 10/0

Community Member Rajeev Thayil departed the meeting at 2:37 pm.

11.2 NEW TENDER

Member Stephanie Ransome informed the Committee of a new tender 'Care Finders' has just been released on Tenderlink and that applications close on the 9 November 2022.

Actions

1. Member Stephanie Ransome to forward information to Community Development Officer to forward on to the Committee.
2. Community Development Officer to provide service provider contact details to Councillor Un.

12 NEXT MEETING

2 February 2023, 1.30pm, Casuarina Library

The Chair declared the meeting closed at 2.45 pm.