



AGENDA

Access and Inclusion Advisory Committee Meeting Thursday, 1 June 2023

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

Date: Thursday, 1 June 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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	Nil	
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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 April 2023

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 DISABILITY ACCESS CAPITAL PROJECTS

Author: Community Development Officer

Authoriser: Executive Manager Community and Cultural Services

Attachments:

1. Project Drawing Fannie Bay Shopping Centre [↓](#)
2. Project Drawing Catterthun Street, Winnellie [↓](#)
3. Project Drawing Jingili Water Gardens [↓](#)
4. Project Drawing Fannie Bay Shopping Centre - Aviators Park [↓](#)

RECOMMENDATIONS

That the report be received and noted.

- Each year the Access and Inclusion Advisory Committee recommends projects to Council for consideration. Tony Yiannakos, Senior Coordinator Infrastructure (Project Delivery) is present to discuss the status of Disability Access Capital Projects.
- The following projects were recommended and endorsed by Council on 15 March 2022 with works carried forward to the 2022/23 financial year.
 1. Fannie Bay Shopping Centre - Upgrade of two accessible parking bays on Keith Lane at Ken Waters Memorial Park, Fannie Bay. (site 4 on **Attachment 1**)
 2. One Accessible Parking Bay Upgrade at Catterthun Street, Winnellie. (**Attachment 2**)
- On 26 April 2022 the Committee recommended a ranking of projects to be delivered in the 2022/23 financial year.

Ranking	Project Name
1	Jingili Water Gardens - Line marking and signage amendments to the existing accessible space at the South East car park (Attachment 3)
2	Fannie Bay Shopping Centre - Provision of footpath and kerb ramp connection Aviators Park & Fannie Bay Place (Attachment 4)
3	Fannie Bay Shopping Centre - Upgrade of one existing accessible parking bay Aviators Park to Australian Standard compliance (Attachment 4)
4	Fannie Bay Shopping Centre - four kerb ramps and landings adjacent Ross Smith Avenue from Ken Waters Memorial Park, crossing Keith Lane and Fannie Bay Place into Aviators Park (Site 3 on Attachment 1)
5	Fannie Bay Shopping Centre - A crossing point will be provided across Hinkler Crescent and realignment of the existing kerb line from Hinkler into Keith Lane to provide a compliant graded footpath (Site 5 on Attachment 1)



AMENDMENTS			
No.	DESCRIPTION	DATE	INITIAL
E			
D			
C			
B			
A	ISSUED FOR REVIEW	10/01/22	RM

WARNING
 ALL REASONABLE CARE HAS BEEN TAKEN TO ACCURATELY SHOW THE POSITION OF EXISTING SERVICES. HOWEVER, THE POSITION OF SUCH SERVICES SHOULD BE PROVEN ON SITE AND NO GUARANTEE CAN BE GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

DRAWN RM	DESIGNED
SCALE NTS	CHECKED
APPROVED	DATE JAN-22
	SHEET 1 OF 1

FANNIE BAY SHOPPING CENTRE ACCESSIBILITY REVIEW CONCEPT PLAN	
SHEET SIZE A3	DRAWING No. 5031/15/01 AMENDT. A

CITY OF DARWIN	
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AMENDMENTS			
No.	DESCRIPTION	DATE	INITIAL
E			
D			
C			
B	REISSUED FOR REVIEW	25/02/22	RM
A	ISSUED FOR REVIEW	07/01/22	RM

WARNING
 ALL REASONABLE CARE HAS BEEN TAKEN TO ACCURATELY SHOW THE POSITION OF EXISTING SERVICES. HOWEVER, THE POSITION OF SUCH SERVICES SHOULD BE PROVEN ON SITE AND NO GUARANTEE CAN BE GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

DRAWN RM	DESIGNED
SCALE NTS	CHECKED
APPROVED	DATE FEB-22
	SHEET 1 OF 1

SHEET SIZE	A3
DRAWING No.	0934/01/01 AMEND. B

CATTERTHUN STREET, WINNELLIE
 UPGRADE OF ACCESSIBLE PARKING BAY
 CONCEPT PLAN





AMENDMENTS			
No.	DESCRIPTION	DATE	INITIAL
E			
D			
C			
B			
A	ISSUED FOR REVIEW	10/01/22	RM

WARNING
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DRAWN RM	DESIGNED
SCALE NTS	CHECKED
APPROVED	DATE JAN-22
	SHEET 1 OF 1

DRAWING No. 5218/19/02	AMENDT. A
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JINGILI WATER GARDENS
 UPGRADE OF ACCESSIBLE CAR PARKING BAY
 CONCEPT PLAN





LAYOUT PLAN

AMENDMENTS			
No.	DESCRIPTION	DATE	INITIAL
E			
D			
C			
B			
A	ISSUED FOR REVIEW	10/01/22	RM

WARNING
 ALL REASONABLE CARE HAS BEEN TAKEN TO ACCURATELY SHOW THE POSITION OF EXISTING SERVICES. HOWEVER, THE POSITION OF SUCH SERVICES SHOULD BE PROVEN ON SITE AND NO GUARANTEE CAN BE GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.

DRAWN RM	DESIGNED
SCALE NTS	CHECKED
APPROVED	DATE MAY-22
	SHEET 1 OF 2

FANNIE BAY SHOPPING CENTRE ACCESSIBILITY REVIEW FANNIE BAY PLACE LAYOUT PLAN	
SHEET SIZE A3	DRAWING No. 5031/15/01 AMENDT. A



9.2 ACCESSIBILITY AND EVENTS ON CITY OF DARWIN LAND

Author: Community Development Officer

Authoriser: Executive Manager Community and Cultural Services

Attachments: 1. City of Darwin Event Guide Accessibility Check List [↓](#)

RECOMMENDATIONS

That the report be received and noted.

Events Coordinator to have a discussion with the Committee about accessibility and events on City of Darwin land and include revision of Event Guide Accessibility Check List at **Attachment 1**.

Access and Inclusion (Events)

Section 11 of the Event Application Form

Community members may face barriers when participating in community events in a variety of ways.

Did you know that members of the community could face the following difficulties when attending events?:

- Hearing what is said at your event
- Seeing small print on an invitation or promotional materials
- Climbing steps to a venue
- Using toilets provided

For more detailed information please check out our website: <https://www.darwin.nt.gov.au/community/services/access-and-inclusion/overview>

How can I improve access and inclusion at my event?

We've created a stop light check list for this section of our Event Planning Guide so that you can take measures to make improvements while still being able to hold an inclusive event:



You answered 'no' to most of the questions in this section.
Sound the alarm! Take action to address this area.



You answered 'yes' to some of the questions in this section.
One to watch – you're on the right track, but there is more you could do to increase the accessibility of your event or function. Where access features cannot be implemented, barriers can be addressed by having informed staff available to provide assistance and hiring extra equipment, services or facilities, for example.



You answered 'yes' to all or most of the questions in this section.
Great work – your event or function can be enjoyed by everyone!

ACCESSIBILITY FEATURE	RATING
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PLANNING

- Have you sought advice from an access expert, disability organisations, and/or persons with experience of disability about your event?
- How will you respond to accessibility requests?



PROMOTIONAL MATERIAL

- Is there promotional material available in accessible formats? e.g. large print.
- Is the text at least a minimum of 12 point type size and is there an absence of background graphics and patterns?
- Does the invitation or promotional material list accessibility features, e.g. hearing loops, accessible parking?
- Is the language appropriate? e.g. talking about ‘accessible toilets and parking’ rather than ‘disabled toilets and parking’.
- Have you encouraged your audience to identify their access requirements? e.g. a sign language interpreter.
- Have you provided information about accessible public transport points close to the venue?



INDOOR FACILITIES

- Is there level access to and within the venue with no steps or other barriers:
 - From accessible parking spaces or other arrival points through the main entrance(s)?
 - To all the areas being used by participants including conference rooms, dining areas, outside areas and exhibition areas?
- Are doors easy to open and wide enough for a person using a wheelchair or scooter to get through?
- If participants have to use a lift, is it big enough for a person using a wheelchair or scooter to get in and out?
- Is there an accessible unisex toilet at the same location as other toilets, or close by?
- Is there good lighting and acoustics?
- If the venue has an inbuilt PA system, is there also a hearing loop or similar system to assist people with hearing impairment?
- Does the venue have clear signage?
- Is the venue clear of obstacles and trip hazards?
- Do guests have access to a separate, quiet area to allow them to take a break, if needed?



ACCESSIBILITY FEATURE	RATING
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OUTDOOR FACILITIES

- Are there accessible portable toilets?
- Are there clear signs to identify the location of features such as toilets, first aid points and main event spaces?
- Are there designated areas reserved for people using wheelchairs close to stages or main event areas and good paths of travel to those areas?
- Does the event layout provide for the best access and circulation?



STAFF AND VOLUNTEER ENGAGEMENT

- Have staff been briefed on all the access provisions set in place for the event?
- Is someone responsible for addressing access issues if they arise during the event and do all team members know who that is?
- Do staff have a good understanding of appropriate ways to communicate with persons with a disability? e.g. focusing on the person, not their disability.



OTHER CONSIDERATIONS

- If the event is ticketed, have you considered provision of a number of free or affordable tickets for community members?
- Are processes in place for honouring Companion cards and similar services?
- Is there a broad range of food and drink items for participants to choose from, including for those with special dietary requirements?
- Do participants have access to the safe reporting of harassment or discrimination?



ACCESS APPRAISALS AND DISABILITY AWARENESS TRAINING:

- Association of Consultants in Access Australia Inc. has a list of members who can provide access services and disability awareness training: <https://www.access.asn.au/>

DISABILITY SERVICES:

- The Northern Territory Council of Social Service (NTCOSS) has a directory for accessing up-to-date listings of community sector social services available in the Northern Territory: <https://ntcoss.org.au/directory>

LAW:

- Australian Human Rights Commission: <https://www.humanrights.gov.au/our-work/disability-rights>
- Northern Territory Anti-Discrimination Commission: <http://www.adc.nt.gov.au/>

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING



MINUTES

Access and Inclusion Advisory Committee Meeting

Thursday, 6 April 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, 6 APRIL 2023 AT 1:30 PM**

- PRESENT:** Councillor Amye Un, Council on the Ageing NT Cecilia Chiolero, Department of Infrastructure, Planning and Logistic Simon Gillam, National Disability Services NT Mick Fallon, Community Member Kyle Adams, Community Member Kim Caudwell, Community Member Debbie Reeves, Community Member Lachlan Rowe, Community Member Sarah Skopellos, Community Member Lynne Strathie,
- OFFICERS:** Heather Docker (Community Development Officer)
- APOLOGY:** Community Member Rajeev Thayil, Community Member Stephanie Ransome, Building Advisory Services Alison Warwick, Community Member Martin Blakemore
- GUESTS:** Tim O'Neill, A/Project Director Design, Department of Infrastructure, Planning and Logistics, Siddhartha Gurung, Senior Design Officer, City of Darwin, Shin Down Syndrome NT

Order Of Business

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6	Confirmation of Previous Minutes	4
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9	Officer Reports.....	4
	Nil	
10	Member Reports	4
	10.1 Psychological Accessibility and City of Darwin - Lachlan Rowe.....	4
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	11.1 Discussion Items	4
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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 1.33 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.

Notes: Acknowledgment of Larrakia Elder Richard Fejo being elected to the National Disability Insurance Agency Board.

3 APOLOGIES & LEAVE OF ABSENCE

3.1 Apologies

Community Member Rajeev Thayil,

Community Member Stephanie Ransome,

Building Advisory Services Alison Warwick,

Community Member Martin Blakemore,

3.2 Leave of Absence

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 AAIAC004/23

Moved: National Disability Services NT Mick Fallon

Seconded: Community Member Lynne Strathie

That the minutes of the Access and Inclusion Advisory Committee Meeting held on 2 February 2023 be confirmed.

CARRIED 8/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

1. Members to email dates of significance to Community Development Officer by Monday 13 February – Grand Parents Day added
2. Community Development Officer to provide advice on Tactile Ground Surface Indicators (TGSi) to Executive Manager Technical Services – Actioned, meeting was held with Vision Australia on TGSi use.

Notes: 1.46pm Debbie Reeves arrives at meeting

8 PRESENTATIONS

NIL

9 OFFICER REPORTS

Nil

Notes: 2.05pm Cecelia Chiolero arrives at meeting

10 MEMBER REPORTS

10.1 PSYCHOLOGICAL ACCESSIBILITY AND CITY OF DARWIN - LACHLAN ROWE

COMMITTEE RESOLUTION AAIAC005/23

Moved: Community Member Debbie Reeves

Seconded: Councillor Amye Un

That the report be received and noted.

CARRIED 10/0

Notes: The committee thanked Lachlan for a well written and informative report

11 GENERAL BUSINESS

11.1 DISCUSSION ITEMS

COMMITTEE RESOLUTION AAIAC006/23

Moved: Community Member Debbie Reeves

Seconded: Community Member Lachlan Rowe

That the report be received and noted.

CARRIED 10/0

1. Approach to event coordinators on City of Darwin land to ensure accessible car parks are available at all times or replaced if removed
2. Approach to traffic management to ensure accessible car parks are available at all times or replaced if removed

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.

Action: Community Development Officer to meet with Events Logistic Officer, 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.

12 NEXT MEETING

Thursday 1 June 2023

The Chair declared the meeting closed at 2.39pm