**MINUTES**

**ACCESS & INCLUSION**

**ADVISORY COMMITTEE**

**Tuesday 7 May 2019**

**1.30pm – 3.00pm**

Casuarina Library Meeting Room, Bradshaw Terrace

# PRESENT

# Members

Lynne Strathie Community Representative

Deborah Bampton Community Representative

Cecilia Chiolero Specialist Representative, Council on the Ageing Northern Territory (COTA NT)

Susan Burns Specialist Representative, National Disability Services Northern Territory (NDS)

Sheree Scott Specialist Representative, Building Advisory Services

Bernie Ingram Specialist Representative, Passenger Transport

Alderman Peter Pangquee City of Darwin

**City of Darwin Officers**

Lynn Allan Community Development Officer

Mathew Vitucci Senior Capital Works Coordinator

Shenagh Gamble Executive Manager Environment and Community

**Observers**

Janine Sims Sector Support Coordinator, Northern Territory Council of Social Service (NTCOSS)

Vanessa Carusi Senior Project Manager, NDS

# APOLOGIES

Liz Reid Community Representative

Cassandra Jevdenijevic Community Representative

Kyle Adams Community Representative

Apologies noted. Quorum reached at seven members.

# DECLARATIONS OF CONFLICT OF INTEREST ON AGENDA ITEMS

Nil

# ACCEPTANCE OF PREVIOUS MEETING NOTES

The meeting notes from 5 March, 2019 meeting were received and noted (as Appendix 1).

Moved: Lynne Strathie

Second: Susan Burns

Carried

# BUSINESS ARISING FROM PREVIOUS MINUTES

*Register of Conflicts of Interest*

Community Development Officer recommended register be filled in once new term starts in July.

*Beach Access*

Susan Burns met with Deputy CEO of Tourism to discuss access tourism opportunities for the Northern Territory. It was noted that access tourism is worth 20% of the market share (higher than China’s). Access to Mindil Beach an ongoing concern, with complications over multiple owners; Senior Capital Works Coordinator to meet with Susan Burns on site to find a solution.

*Footpath at Government House*

Senior Capital Works Coordinator to follow-up with Government House.

*Accessible Parking at Botanic Gardens*

Senior Capital Works Coordinator advised that upgrades are programmed for connector path, as part of the city-wide footpath network. Senior Capital Works Coordinator and Debbie Bampton to discuss further.

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| **ACTION** | Community Development Officer to set-up meeting with Susan Burns and Senior Capital Works Coordinator at Mindil Beach. |
| **ACTION** | Senior Capital Works Coordinator to follow-up footpath issue with Government House. |
| **ACTION** | Senior Capital Works Coordinator and Debbie Bampton to liaise regarding accessible parking at Botanic Gardens. |

1. **GENERAL BUSINESS**

*6.1 Human Services Industry Plan*

Vanessa Carusi Senior Project Manager, NDS presented on plan. Project funded by the Department of the Chief Minister to establish a cross-sector, industry-led plan. Plan to be informed via industry forums (discussion paper and forum flyer attached with minutes). Involvement of AMSANT (Aboriginal Medical Services Alliance Northern Territory). Bernie Ingram commented that extra funding is available from the Northern Territory Government for transport from remote areas for enhanced participation.

*6.2 NTCOSS Directory*

Janine Sims, Sector Support Coordinator, NTCOSS presented on the development of a new stand-alone directory to replace the current version: <https://ntcoss.org.au/directory>. Seeking feedback from providers and participants. Susan Burns to take to Peer Support Group for feedback. Access Inclusion Australia has useful web accessibility guidelines. Cecilia Chiolero noted the importance of providers taking ownership of updating their own pages.

*6.3 Community Inclusion Policy*

Feedback on the policy included:

* Amendments to wording of policy scope to ensure physical and sensory access needs are highlighted;
* Clarify that the policy applies to both Darwin residents and visitors; and
* Link policy statement with relevant internal and external documents.

Community Development Officer to amend policy to present to Council for endorsement.

*6.4 Committee Membership Nominations*

Community Development Officer noted that nominations for community representatives for the 1 July 2019 – 30 June 2021 term have closed, with a high number of nominations received. Selection panel to meet early next week to make recommendations for Council approval.

*6.5 DiversAbility Collective*

Community Development Officer updated Committee on group’s activity, noting:

* A high participation rate - on average 16 organisations per meeting;
* A calendar of events created for cross-organisational engagement;
* Project scope underway for a collaborative International Day of People With Disability event in December;
* A closed Facebook group created to share information and resources;
* Planning underway for upcoming Say Hi to the Dry, inclusive family fun day on 25 May.

*6.6 Budget Expenditure Request*

Community Development Officer presented expenditure request noting that this is the final Access and Inclusion Advisory Committee meeting before the end of financial year, and hence, the last opportunity to recommend budget expenditure requests.

Request received from Royal Life Saving Society Northern Territory (RLSSNT) for a contribution of $3,043 for the installation of an access ramp into the Parap Recreation Facility, noting that due to builder’s timeframes the works have already been completed. Although request contravenes usual process, Committee acknowledged RLSSNT as a valuable service provider and is supportive of their work in the community, therefore support the expenditure request of $3,043.

Committee would like to see priority given to Parap Pool rectifications in the new financial year’s budget.

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| **ACTION** | Community Development Officer to amend policy to reflect feedback. |
| **ACTION** | Community Development Officer to advise relevant Council Officers of Committee endorsement of budget expenditure. |

# MEMBERS UPDATE

*Bernie Ingram*

A Point to Point Transport Working Group is reviewing accessible transport. KPIs have been developed for Taxi Drivers on accessible vehicles service levels, leading to an increase in jobs undertaken. The Working Group has also recommended to Government to release further taxi licences as wheelchair accessible vehicles via a ballot process. Investigating learning resources/ programs for driver training on disability awareness, which includes testing the suitability of Australian Disability Awareness online courses: [www.disabilityawareness.com.au](http://www.disabilityawareness.com.au). The Disability Advocacy Resource Unit (DARU): [www.daru.org.au](http://www.daru.org.au) and projectABLE: [www.projectable.com.au](http://www.projectable.com.au) recommended.

*Cecilia Chiolero*

A COTA/Australian Government trial is underway of the My Aged Care program: [www.myagedcare.gov.au](http://www.myagedcare.gov.au). Two COTANT Officers dedicated to implementing the service locally.

# ANY OTHER BUSINESS

8.1. Lynne Strathie brought forward a budget expenditure request from ‘The Patch’, an inclusive horticultural education program for young people with learning difficulties <http://thepatch.weebly.com/>. Request is for a financial contribution from the Access and Inclusion budget towards the hiring of an accessible portable toilet to be located at the Lakeside Drive Community Garden where the group has relocated. No suitable toilet facilities are currently available. This is an interim solution, until new toilet facilities are built.

The Committee support using approximately $3,000, as a contribution to the $11,417.29 cost of hiring an accessible portable toilet for six months.

Bernie Ingram requested a budget report be included with minutes as a standard process. Community Development Officer to develop and include report with meeting minutes.

8.2. Susan Burns on behalf of Rachel Kroes from Down Syndrome Association NT noted the accessibility limitations of the Arafura Games, particularly at the opening and closing ceremonies. Recommendations for improvements include:

* A dedicated space for people with physical access needs;
* Live captioning; and
* Lighting improvements.

It was noted that Arafura Games was given contact information for accessibility auditors; however reportedly, it was considered too high a cost. Debbie Bampton and Susan Burns to set up a meeting with NT Major Events to discuss the Games, providing evidence of accessibility challenges.

8.3. City of Darwin and the Access and Inclusion Advisory Committee farewell Chair Debbie Bampton and thanked her for her significant nine-year contribution to the Committee, acknowledging her passion for social inclusion.

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| **ACTION** | Community Development Officer to confirm expenditure items from Access and Inclusion budget and develop a budget report to be included with meeting minutes. |
| **ACTION** | Debbie Bampton and Susan Burns to set up a meeting with NT Major Events to discuss, with evidence of limitations. |

# NEXT MEETING

Tuesday 2 July 2019

All meetings are from 1.30pm to 3.00pm at the Casuarina Library Meeting Room.

# MEETING CLOSED

2.57pm

**Summary of Actions**

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| **Meeting Date** | **Item** | **Notes/ Status** |
| 07/05/2019 | Mindil Beach Accessibility | * Community Development Officer to set-up meeting with Susan Burns and Senior Capital Works Coordinator at Mindil Beach. |
| 07/05/2019 | Botanic Gardens Accessible Parking | * Senior Capital Works Coordinator and Debbie Bampton to liaise regarding accessible parking at Botanic Gardens. |
| 07/05/2019 | Policy | * Community Development Officer to amend policy to reflect feedback. |
| 07/05/2019 | Budget Expenditure | * Community Development Officer to advise relevant Council Officers of Committee endorsement of budget expenditure and develop a budget report to be included with meeting minutes. |
| 07/05/2019 | Event Accessibility | * Debbie Bampton and Susan Burns to set up a meeting with NT Major Events to discuss, with evidence of limitations. |
| 05/03/2019 | Government House Footpath | * Senior Capital Works Coordinator to follow-up footpath issue with Government House. |
| 23/05/2018 | 5.4 Cavenagh Street accessibility | * Ongoing. |

**MEETING NOTES**

**Appendix 1**

**ACCESS & INCLUSION**

**ADVISORY COMMITTEE**

**Tuesday 5 March 2019**

**1.30pm – 3.00pm**

Casuarina Library Meeting Room, Bradshaw Terrace

# PRESENT

# Members

Lynne Strathie Community Representative

Susan Burns Specialist Representative, National Disability Services NT

Deborah Bampton Community Representative

Kyle Adams Community Representative (supported by Rachel Kroes from Down Syndrome Northern Territory)

Liz Reid Community Representative

**City of Darwin Staff**

Lynn Allan Community Development Officer

Ron Quinn Manager Infrastructure Maintenance

Angela Pattison Diversity and Inclusion Senior Advisor

Mathew Vitucci Senior Capital Works Coordinator

Robyn Higgins Community and Cultural Development Coordinator

**Observers**

Brett Peebles Para Quad

Kathleen Cole APM (Local Area Coordinator, National Disability Insurance Scheme)

# APOLOGIES

Alderman Peter Pangquee City of Darwin

Alderman Emma Young City of Darwin (Alternate)

Sue Shearer Specialist Representative, COTA NT

Cassandra Jevdenijevic Community Representative

Sheree Scott Specialist Representative, Building Advisory Services

Bernie Ingram Specialist Representative, Passenger Transport

Apologies noted. Quorum not reached.

# DECLARATIONS OF CONFLICT OF INTEREST ON AGENDA ITEMS

Nil.

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| **ACTION** | Members to email Lynn Allan with any COI for collation. |

# ACCEPTANCE OF PREVIOUS MINUTES

The minutes from 5 February, 2019 meeting were received and noted.

# BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 *Signs code:*

Hard copy of consultation report presented to Committee, with advice from the Community Development Officer that the report is confidential and still in draft form. The report was tabled at the Council’s 2nd Ordinary meeting in February, where it was put on hold for three months. The Committee provided clarification that the original query on the Signs Code related to accessibility signage for events. Senior Capital Works Coordinator advised this content would unlikely to be covered in the Signs Code, as its focus is on permanent fixtures in the public realm. This content would be more appropriately located in an event guide and checklist. Community Development Officer advised that this is an action within the new Access and Inclusion Plan. Committee members noted that this should be covered in the accessible checklist the Committee developed for Council; Committee to send accessible checklist to Community Development Officer for follow-up.

5.2 *Beach Access:*   
Susan Burns is involved in ongoing discussions with Mornington Peninsula Shire around accessible matting and chairs for beach use. Additionally she will be meeting with Tourism NT on event accessibility, and will circulate information to the Committee once available.

5.3 *Organisational Chart:*

Community Development Officer provided a hard copy of the chart in its basic form. Manager Infrastructure Maintenance advised it has since changed. Community Development Officer to email link to webpage.

5.4 *Access and Inclusion Plan:*

The Plan was presented at the Council Briefing Session on 19 February. Amendments were requested to ensure specific users were identified, including seniors and people who use bariatric wheelchairs, mobility scooters, and pushchairs for example. The amended Plan will be presented at the 1st Ordinary Council Meeting on 12 March. Committee endorsed the amendments.

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| **ACTION** | Lynn Allan to discuss accessible events guidelines with Council events team. |
| **ACTION** | Debbie Bampton to send Lynn the accessible events guidelines document developed by the AIAC. |
| **ACTION** | Lynn Allan to email link to org chart on website with minutes. |
| **ACTION** | Susan Burns to inform Committee on accessible beaches and events research and meeting outcomes once available. |

1. **GENERAL BUSINESS**

*6.1 Access and Inclusion Budget*

Four projects for the Access and Inclusion Budget were proposed for discussion and endorsement. Senior Capital Works Coordinator presented items one to three, and Community Development Officer presented item four. Senior Capital Works Coordinator advised that the cost of the previously approved project for the Fannie Bay disabled parking space approved last meeting will be less (by almost half) than anticipated. $10,000 from that project can be reallocated elsewhere. Community Development Officer advised that the budget remaining is $21,500, exclusive of Fannie Bay savings, which will return $10,000 to the Access and Inclusion Budget. The Committee discussed the strategic use and original intention of the Budget.

**i. Chrisp Street Oval toilet accessibility audit ($1,525)**

Consideration as part of an upgrade to basketball courts, surrounding pathways and parking areas. The Committee reflected on the merit of doing an audit now for works that might not take place this financial year, as works might be further delayed and/or standards may change. The Committee also examined use of the Budget for public amenities, when the original intent of the Budget was for quick infrastructure fixes driven by the community. Community and Cultural Development Coordinator noted the need for Council to further clarify the purpose and appropriate use of the Access and Inclusion Capital Fund and that this may be incorporated into the Access and Inclusion policy review. The Committee noted that the purpose of this Budget had previously been in the Terms of Reference. The DiversAbility Collective could potentially provide some suggestions of community projects for budget consideration.

**ii. Jingili Water Gardens toilet accessibility audit (approx. $3,000)**

Part of a wider playground upgrade, involving inclusive play elements also.

**iii.The Esplanade accessible parking bay footpath upgrade (approx. $10,000)**

Committee was provided with plans.

**iv. Web accessibility – contracting local web design company, Captovate, to progress Council to Level AA ($12,000).**

The $12,000 is an initial spend, with an ongoing annual spend of $10,000. Community Development Officer to seek clarification on budget source for ongoing spend. Committee raised that web accessibility has been an ongoing concern, and gave their endorsement to initiate, but not to fund ongoing maintenance out of the Access and Inclusion Budget.

**Vote:** Four members voted in favour for all four items, none against; all items endorsed for funding.

*Other:* Debbie Bampton reported a footpath leading to Government House that stops, preventing people with mobility issues from accessing the building. Senior Capital Works Coordinator will follow up on this.

6.2 *Committee membership:*

i. Review of Council committees – Community Development Officer advised that Council is in the process of reviewing Council meetings and committees, which may involve some changes to the structure of this Committee. Committee sought clarification around consultation. Community and Cultural Development Coordinator advised that a survey had been circulated by Council. Community Development Officer to find background to this and advise of consultation date.

ii. Resignation of community representative, Nathan Alum.

iii. Membership nominations for new term to open shortly. Community Development Officer to distribute information when available.

6.3 *Council Policy Reviews:*

Community and Cultural Development Coordinator advised there are a number of policies up for renewal, including the Community Services, Cultural and Social General Policy aligned to the new Access and Inclusion Plan. Committee to be involved in review.

6.4 *ILC Economic Participation of People with Disability Grant Round 2019-20:*

Diversity and Inclusion Senior Advisor described project she is seeking funding for, which includes staff capacity building (commencing with training for management) and employment opportunities in Council for people with disability. Susan Burns recommended Quest NT’s resources, and noted that there will be additional funding opening up in April and June. Community and Cultural Development Coordinator advised that the Community and Culture Team are also looking at an opportunity to support an external application from Arts Access Darwin for artists with disability.

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| **ACTION** | Lynn Allan to advise relevant Council teams of budget approvals. |
| **ACTION** | Lynn Allan to find background to committee consultation, in particular when consultation occurred. |
| **ACTION** | Lynn Allan to distribute information on membership nominations when available. |
| **ACTION** | Lynn Allan to ensure committee is involved in review of policy. |
| **ACTION** | Matthew Vitucci to follow up on footpath at Government House. |

# MEMBERS UPDATE

* **Susan Burns:** The NT Public Housing Tenancy Support Program has monthly social events. Susan to provide info to committee via Community Development Officer.
* **Kyle Adams:** Is enjoying swimming program at Parap Pool; he and friends would like to access more community events. They have concerns around safety in community spaces, such as around Casuarina Square, and would like to see more CCTV cameras in use. Manager Infrastructure Maintenance advised that CCTV in this area is covered by a private company, who work with Police to monitor. Council focus is on hot spots. Lynn Allan to send Kyle information on location of Council’s CCTV cameras.
* **Lynne Strathie:** Telehealth is improving access to healthcare services for patients who live in regional, rural and remote areas; using a whole of government approach. Will give a paper on carers at the National Rural Health Conference in Hobart in March. Committee to contact Lynne for more info if interested.

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| **ACTION** | Susan Burns to send Lynn Allan information on NT Public Housing Tenancy Support Program’s monthly social events. |

# ANY OTHER BUSINESS

Nil.

# NEXT MEETING

Tuesday 7 May, 2019

All meetings are from 1.30pm to 3.00pm at the Casuarina Library Meeting Room.

# MEETING CLOSED

2.56pm

**Summary of Actions**

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Item** | **Status** |
| 05/02/2019 | 3 Register of Conflicts of Interest | * Members to email Lynn with any COI. |
| 05/02/2019 | 6 Signs Code | * Lynn to find background to committee consultation, in particular when consultation occurred. |
| 05/03/2019 | 7.5 Accessible Events | * Lynn to discuss accessible events guidelines with Council events team. * Debbie to send Lynn the accessible events guidelines document developed by the AIAC. |
| 05/03/2019 | 6 Beach Access | * Susan to inform Committee on accessible beaches and events research and meeting outcomes once available. |
| 05/03/2019 | 7.1 Council Structure | * Lynn to email new organisational chart and team structure to Committee. |
| 05/03/2019 | 6.1 Budget Approval | * Lynn to advise relevant Council teams of budget approvals |
| 05/03/2019 | 6.2 Committee | * Lynn to find background to committee consultation, in particular when consultation occurred. * Lynn to distribute information on membership nominations when available. |
| 05/03/2019 | 6.3 Policy Review | * Lynn to ensure committee is involved in review of policy. |
| 05/03/2019 | 6. Footpath at Government House | * Matt to follow up on footpath at Government House |
| 05/03/2019 | 7. NTPHT Support Program | * Susan to send Lynn info on NT Public Housing Tenancy Support Program’s monthly social events. |
| 25/07/2018 | * 1. Accessible parking at Botanic Gardens | * Debbie and Susan to draft a letter to Brian Harty of NTG on the current status of the Botanic Gardens pathway. |
| 23/05/2018 | 5.4 Cavenagh Street accessibility | * Ongoing. |